

MARKLUND
HUMAN RESOURCE POLICY AND PROCEDURE

POLICY NO:3.27

PAGE: 1 OF 3

SUBJECT: Electronic Mail

DEPARTMENT AFFECTED: All

APPROVED BY: JR

ISSUED: 05/12/10

REVISED:

EFFECTIVE DATE: 05/12/10

PURPOSE: To provide clear guidelines on the use of Marklund-provided E-mail

POLICY: Electronic mail (E-mail) is a means of sending digital information between computers/phones/other such devices using a network. Electronic mail not only consists of the use of Marklund's Electronic mail systems but is also the act of sending and/or receiving Electronic mail across the internet. Acceptable use must be legal, ethical, reflect honesty, and show restraint in the consumption of shared resources.

Electronic mail is not private communication, and all information transmitted via Marklund's Internet/Electronic mail system(s) can be reviewed at any time. Use of Marklund's Internet/Electronic mail system(s) and any information sent over such systems must conform to all applicable HIPAA policies (GP&P 20.3, 20.7, 20.8, 20.9 and 20.18) as well as General Policy and Procedures 15.3 and 15.4 and HR Policies 2.8.1 and 3.26.1. Each user of the system has the following responsibilities:

- (1) As an Electronic mail participant, each user must comply with this E-mail Policy. By participating in the use of networks, systems and equipment provided by Marklund, users agree to comply with Marklund's policies governing their usage.
- (2) The content of anything exchanged (sent and/or received) via Electronic mail communications must be appropriate and consistent with Marklund policy, subject to the same restrictions as any other correspondence.
- (3) Accumulation of Electronic mail communications can quickly consume the server's disk space and may cause system-wide problems. Users should delete unnecessary mail communications, including messages in the Inbox, Sent File, Junk Mail and Deleted File on a regular basis.
- (4) Be courteous and follow the guidelines of Marklund Culture as well as accepted standards of etiquette when using Electronic mail.
- (5) Protect others' privacy and confidentiality. Be aware that disclosure may occur intentionally or inadvertently when an unauthorized user gains access to Electronic messages. Disclosure may also occur when Electronic mail messages are forwarded to unauthorized users, directed to the wrong recipient, or printed in a common area where others can read them.
- (6) Be responsible for the use of their Electronic mail accounts. Utilize your Electronic mail for business purposes, efficiently and productively.

Acceptable use of Electronic mail activities is those that conform to the purpose, goals and mission of Marklund and to each user's job duties and responsibilities. The following list, though not all-inclusive, provides some examples of acceptable uses:

- Communications, including information exchange, for professional development or to maintain job knowledge or skills;
- Use in applying for or administering grants or contracts, research programs or work-related applications;
- Communications with state agencies and business partners of state agencies providing document delivery or transferring working documents/drafts for comment;
- Communications and information exchanges directly relating to the mission, charter, and work tasks of Marklund, including Electronic mail in direct support of work-related functions or collaborative projects.

Unacceptable use can be defined generally as activities that do not conform to the purpose, goals and mission of Marklund and to each user's job duties and responsibilities. Any Electronic mail usage in which acceptable use is questionable should be avoided.

Users should take all reasonable precautions to prevent the use of their Electronic mail account by unauthorized individuals. Transmission of Electronic mail to locations outside of Marklund's local area network may require the use of the Internet for transport. The Internet and its tools adhere to open and documented standards and specifications. The Internet is inherently an unsecured network that has no built-in security controls. Confidential and sensitive information should not be included in Electronic mail communications unless proper, formalized security precautions have been established. Certain Electronic mail communications may be privileged or confidential and it is the responsibility of each user to protect such information where intentional, inappropriate, or accidental disclosure of the information might expose Marklund or an individual to loss or harm.

Electronic mail messages are not personal or private. Marklund reserves the right to monitor and/or log all Electronic mail communications without notice. Therefore, users should have no expectation of privacy in the use of these resources.

This policy applies to any information sent through Electronic mail, including, but not limited to text, photos, audio, or video.

I have read, understand and agree to adhere to Marklund’s Human Resource Policy and Procedure No. 3.27 – Electronic Mail. I have also received a copy of Marklund’s Human Resource Policy and Procedure No. 3.27 – Electronic Mail.

SIGNATURE _____

DATE _____

PRINTED NAME _____