

ELECTRONIC MAIL POLICY

<< [Organisation] Logo>>

<< Electronic Mail Policy >>

Version: 1.0

Date

NetHost Legislation- Cyber Essentials & ISO Standard Training & Certification Company, Scotland/England

Version: xx

Date: xx

Company Name: xx

Security Level: Internal

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NetHost Legislation- Cyber Essentials and ISO Standard Management System Certification Company, Scotland/England

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Revision History

Date	Version	Author	Summary of Changes

Approvals

Name	Signature	Title	Issue Date	Version

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INTRODUCTION

DOCUMENT PURPOSE

Email is provided to all staff as it is an essential requirement for the daily operations of the [organisation]. However, staff must be made aware that there are also certain inherent risks associated with using email.

This purpose of this policy is to support staff use email safely.

SCOPE

This policy only pertains to the corporate email system. It does not cover email systems provided by external 3rd parties such as Google Mail, Yahoo, Hotmail, etc

POLICY

Below are activities that are prohibited to all staff.

Policy Statements

No:	Statements
	Using Web-based e-mail systems (e.g. Google Mail, Yahoo, etc) for the communication of any sensitive or business information.
	Opening attachments unless absolutely necessary, especially if they are sent by someone unknown to you. Alternatively ensure the attachment is scanned for malware before opening.
	Sending commercially sensitive information, including all forms of personal data (e.g. customer data, payment details) in an unencrypted email, or as an unencrypted attachment.
	Creating or forwarding "chain letters" of any type. Chain letters are not business related and can result in the propagation of viruses.
	Sending any unsolicited electronic mail messages or bulk electronic mail messages that contain promotional or advertising material or a solicitation, unless as part of your regular job duties and in compliance with all applicable anti-spamming laws. Please contact the

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ELECTRONIC MAIL POLICY

	HR team for advice on these laws.
	Auto-forwarding [Organisation] electronic mail to private or non-[Organisation] owned electronic mail accounts.
	Revealing electronic mail account passwords to anyone or allowing the use of [Organisation] electronic mail accounts by others. This includes family and other household members.
	Use of the [Organisation] electronic mail or electronic mail services to engage in procuring or transmitting material that is in violation of any [Organisation] policy or law, including harassment or discrimination laws.
	Making invalid or fraudulent offers of products, items, or services from any [Organisation] information system.
	Revealing other staffs electronic mail address to anyone outside the [Organisation] without their approval
	Unauthorised access to another employee's electronic mail.
	Sending electronic mail that has a subject heading or contents that are inaccurate, untruthful or materially deceptive or misleading.
	Sending electronic mail that contains illegal material or which could cause damage, embarrassment or legal liability to the [Organisation]. (e.g., obscenity or pornography).
	The use of POP3, IMAP or SMTP remailers and/or services unless approved and supported by ICT Department.
	Sending email containing sensitive information like credit card details; customer account details; payroll or salary information; pensions information; passwords; remote access/VPN pre-shared keys and profiles and others without encryption.
	Transmitting email without an approved [Organisation] email disclaimer (see Appendix).

APPENDIX

Information in this email including any attachments may be privileged, confidential and is intended exclusively for the addressee. The views expressed may not be official policy, but the personal views of the originator. If you have received it in error, please notify the sender by return e-mail and delete it from your system. You should not reproduce, distribute, store, retransmit, use or disclose its contents to anyone.

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