



E-mail Policy

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1 – Purpose

Electronic mail is one of CUN's main means of communication. Misuse of e-mail can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications. The purpose of this e-mail policy is to ensure the proper use of CUN's e-mail system and make users aware of what CUN deems as acceptable and unacceptable use of its e-mail system. This policy outlines the minimum requirements for use of e-mail within CUN's network.

2 – Scope

This policy covers appropriate use of any e-mail sent from a CUN e-mail address or any e-mail address using CUN's e-mail network and applies to all users operating on behalf of CUN, as well as all students.

3 – Policy

1. All use of e-mail must be consistent with CUN's policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
2. CUN e-mail accounts are to be used for communication between CUN and the user and for formal duty-related and study-related communication with third parties. Personal communication is permitted on a limited basis, but non-CUN related commercial uses are prohibited.
3. All CUN data contained within an e-mail message or a document attached to a CUN e-mail message, must be secured according to CUN's encryption policies and all messages must be digitally signed.
4. E-mail are to be retained only if it qualifies as a 'CUN record'. E-mail is a 'CUN record' if there exists a legitimate and ongoing reason to preserve the information contained in the e-mail.
5. E-mail that is identified as a 'CUN record' shall be retained according to CUN's e-mail retention rules.
6. CUN's e-mail system shall not to be used for the creation or distribution of any disruptive or offensive messages and/or for the creation and distribution of content that is in any way in violation of any of CUN's policies. Users who receive any e-mail messages with this content from any other CUN e-mail user should report the matter to their direct manager, CUN's ICT Department or the Student Counselor.
7. Users are prohibited from automatically forwarding CUN-related e-mail messages to a third party e-mail system. Individual messages which are forwarded by the user must not contain confidential CUN information or content that is in violation of any of CUN's policies.
8. Users are prohibited from using third-party e-mail systems and storage servers such as Google, Yahoo and MSN Hotmail to conduct CUN business or to perform duty- or study-related tasks, to create or memorialize any binding transactions or to store or retain e-mail on behalf of CUN. Such communications and transactions must be conducted through proper channels using CUN-approved documentation.
9. Using a reasonable amount of CUN resources for personal e-mails is acceptable, but non-work related e-mail messages must be saved in a separate folder from work related e-mail messages. Sending chain letters or joke e-mails from a CUN e-mail account is prohibited.
10. Users shall have no expectation of complete privacy in anything they store, send or receive on the company's e-mail system.
11. CUN may monitor messages without prior notice, however CUN is not obliged to monitor e-mail messages.



4 – Policy compliance

CUN will verify compliance to this policy through various methods, including but not limited to, periodic ‘walk-through’, (video-) monitoring, business tool reports and internal and external audits.

Any exception to this policy must be approved by CUN’s ICT Department team in advance.

An CUN e-mail user found to have violated this policy may be subject to disciplinary action.

5 – Revision History

Date of Change	Summary of Change
January 1, 2023	