



# Policies and Procedures

**Policy Title: Office of Information Technology Email Usage and Retention Policy**

**Policy No.: 7010 Rev.: 0**  
**Effective Date: Oct. 27, 2009**  
**Last Revision: Oct. 27, 2009**

**Responsible Office:** Office of Information Technology  
**Responsible Official:** Associate Vice President for Technology & CIO

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## Scope

This policy provides guidance to the university community for the utilization of the University of Newhaven’s electronic communication systems.

## **Policy Statement**

The University encourages all members of its community to use electronic communications in a manner that is respectful to others. This policy instructs all members of the University community, including students, faculty and staff, on the appropriate use of the university's electronic communication system and promotes responsibility, accountability, and appropriate levels of use of this means of communication.

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## **Reason for the Policy**

There has been and continues to be a greater use of and reliance on electronic communications among students, faculty, staff and administration at the University of Newhaven. The University needs to insure that it can take full advantage of this means of communication and ensure proper recovery when needed. The purpose of this policy is to promote the effective use of electronic mail as an official communications medium within the University, to utilize email in lieu of paper for most general communications, and to prepare the University for a future that recognizes the importance of e-commerce and electronic workflow.

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## **Definitions**

### **Email**

Also referred to as electronic mail or electronic communications.

### **Enterprise Vault**

An automatic, email mailbox management and archival system.

### **Exchange Server**

The University email server used to process and store emails.

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## **Policy Sections**

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### **7010.1 Email Usage Policy**

The university encourages all members of its community to use electronic communications in a manner that is respectful to others. The university may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of university policies, or federal, state or local laws. The university may exercise this right in order to enforce its policies regarding harassment and the safety of individuals; to prevent the posting of proprietary software or electronic copies of

electronic tests or images in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data at the university or elsewhere and to protect the university against seriously damaging consequences.

Network and Email accounts are provided as a privilege to the University of New Haven community and are not protected as a right under the First Amendment of the Constitution. The University of New Haven may at its discretion choose to remove any material from any computer or network system that violate the terms of the policy, or is judged to be in poor taste by appropriate University of New Haven official(s).

The University of New Haven grants and upholds the right of its students, staff and faculty to privacy, confidentiality and non-interference in their use of electronic media. In an effort to protect and preserve these rights, the University of New Haven will not engage in routine monitoring of email. However, all messages and attachments, created, sent or retrieved over the network are the property of the university and may be regarded as public information. The University of New Haven reserves the right to access the contents of any messages sent over its facilities if the university believes, in its sole judgment, that it has a business need to do so. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Self expression in the form of Email, USENET news posting and web pages is allowed, but the user must insure that the Email, news posting or web page are in good taste: that it is not offensive to the majority of people who view the Email, posting or web page. It is the user's responsibility to clearly state that opinions expressed are the user's sole responsibility, and do not reflect the policies or opinions of the University of New Haven.

There is a fine line between self-expression and furthering a personal agenda, which is specifically prohibited below. If complaints are received about any Email, news group posting or web pages, they will be reviewed by the appropriate University of New Haven official(s) and an official will be responsible for making the determination on whether or not to remove the Email, news posting or web page in question. During the time any situation is under review, the account involved may be suspended until the situation is resolved.

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### **7010.2 Inappropriate Email Usage**

- The distribution of pornography or other illicit material for reasons other than academic research. If used for academic research, appropriate prior approval is needed.
- The unauthorized distribution of copyrighted material (software, documents, audio, video, pictures) via Email, USENET news or the web. Please refer to the Office of

Information Technology Copyrights and License Agreements Policy for more details.

- The flooding of another system, network or user account with Email.
- The circulation of chain mail or junk mail.
- The distribution of material which can be considered libelous or detrimental to the university, its employees or students.
- The subscription of anyone to an Email list without his or her permission.
- University Email distribution lists are not for personal use. The use of UNHALL is restricted to university news and announcements. Appropriate distribution lists have been implemented (i.e., unh-faculty) to allow for academic discussions, etc.

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### **7010.3 Email Retention**

In order for the University to comply with and meet required internal and external auditing procedures, the University of New Haven has developed an email retention strategy to improve the Office of Information Technologies ability to recover lost or deleted email. Faculty and staff email messages shall be retained for a specified period using the following email retention strategy.

Note: Student email retention is managed by Microsoft Outlook Live. Students should refer to the student email link located on the university web page for more information.

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#### **7010.3.1 Email Retention Strategy**

All inbound and outbound faculty and staff emails are stored in a journal on the Enterprise Vault. Journal entries stored on the Enterprise Vault cannot be deleted by the recipient. However, OIT can recover all email messages.

All email messages that are 6 months old or older in the user's inbox are archived on the Enterprise Vault for retrieval at a later time. The user still has access to all archived messages via a shortcut that appears in their inbox.

A user can never permanently delete an e-mail message. The message is always available in the archive on the Enterprise Vault. Users can delete messages that appear in their inbox, but the deleted message will remain in the archive as long as legally required.

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#### **7010.4 Enforcement**

Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. If you feel that you are a victim of harassing emails please contact the Office of Human Resources.