Policies and Procedures

SECTION: **Administration**	NO. **2.4.38.**		
CHAPTER: **Information Technology**	*ISSUED:* 4/7/06	*REV. A* 3/13/13	*REV. B*
POLICY: **Email Policy**	*PAGE 1 OF 2*		

PURPOSE

The purpose of this policy is to protect the confidentiality and integrity of sensitive information that may be sent or received in e-mail.

SCOPE

This policy applies to electronic messages sent from or received by any email address administered or maintained under the Creighton domain.

POLICY

Use of email systems at Creighton University (CU) is governed by the **Acceptable Use**.

The University reserves the right to monitor any and all email communications sent or received through the University email system without prior notice. Pursuant to this and the **Data Handling Policy**, all messages will be scanned and those of a confidential or sensitive nature may be automatically encrypted before being delivered to external parties.

Bulk mail should be sent to existing CU list serve (lists) where authorization procedures exist. In cases where CU lists cannot be used, unsolicited bulk emails may not be sent to members of the University community without authorization from the appropriate owner of each group (owners of each group of CU constituents is defined in the CU list serve environment).

1. Schools and academic departments are authorized to send messages to their students, faculty, or staff without further approval.
2. Public relations, Office of the President, and the Division of Information Technology are authorized to send messages to all students, faculty, or staff without further approval.
3. Human Resources is authorized to send messages to all employees without further approval
4. Academic Affairs is authorized to send messages to all students without further approval.

DEFINITIONS

Bulk Mail
Messages sent to a large number of recipients for effective, efficient, and environmentally-friendly communication.

Unsolicited Mail
Email sent to entities that have not previously explicitly or implicitly indicated consent to receive such messages either by indicating consent in a form or application, or through membership in a particular group or activity.

RESPONSIBILITIES

Each department is responsible for developing internal controls to handle the approval and distribution of messages to its constituents in accordance with this policy.

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ADMINISTRATION AND INTERPRETATIONS

This policy shall be administered by Information Security. Questions regarding this policy should be directed to the Information Security Officer.

AMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend or terminate this policy at any time. This policy does not constitute a contract between the University and its faculty or employees.

REFERENCES TO APPLICABLE POLICIES

Acceptable Use Policy
Data Handling Policy
Email Encryption Standard

EXCEPTIONS

None

VIOLATIONS/ENFORCEMENT

Any known violations of this policy should be reported to the University's Information Security Officer at 402-280-2386 or via e-mail to infosec@creighton.edu.

Violations of this policy can result in immediate withdrawal or suspension of system and network privileges and/or disciplinary action in accordance with University procedures.

The University may advise law enforcement agencies when a criminal offense may have been committed.