General Data Protection Regulations (GDPR)

Nottingham Schools Trust Email Policy

May 2018

Email Policy

Contents

Email Policy

1. Introduction

1.1 Email is an almost universal means of communication. It is often the primary communication and awareness raising tool within an organisation. Whilst email provides many benefits, the misuse of email poses security, privacy and legal risks. So it is important that users understand how to use it appropriately within the Nottingham Schools Trust environment.

2. Purpose

2.1 The purpose of this email policy is to ensure the proper use of the NST email system and make users aware of what the NST considers to be acceptable and unacceptable use. This policy outlines the minimum requirements for use of email within the NST network.

3. Scope

This policy covers appropriate use of any email sent on behalf of NST either from an NST email address or from a personal address which has been accepted for use for NST business, and applies to all “employees” (staff, consultants, vendors and agents working or operating on behalf of NST).

4. Policy

- All use of email must be consistent with NST policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- NST email accounts should be used primarily for NST business-related purposes; personal communication is allowed on an occasional basis, but non-NST related commercial uses are prohibited.
- All NST data contained within an email message or an attachment must be secured in accordance with the provisions for protecting personal data in line with GDPR 2017 and the Data Protection Act 2018.
- Email should be retained if it qualifies as an NST business record, i.e. if there is a legitimate and ongoing business reason for retaining the information contained in the email.
- Email identified as an NST business record will be retained in accordance with NST’s Retention Schedule.
- The NST email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about age, gender, race, disability, sexual orientation, religious beliefs and/or practice, political beliefs or nationality. Employees who receive any emails containing this type of content from any NST employee should report the matter to the CEO immediately.

- Users are prohibited from automatically forwarding NST email to a third party email system (noted below). Individual messages which are forwarded by the user must not contain NST confidential or above information.
- Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail, etc. to conduct NST business, to create or record any binding transactions or to store or retain email on behalf of the NST. Such communications and transactions should be conducted through proper channels using NST approved documentation.
- Occasional use of NST resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke related emails from an NST email account is prohibited.
- NST employees shall expect only limited privacy in respect of anything they store, send or receive on the NST's email system.
- Whilst the NST reserves the right to monitor messages without prior notice, it is not obliged to monitor email messages.

5. Policy compliance

On an ad hoc basis the NST's CEO may authorise verification of compliance to this policy through various methods, including but not limited to periodic walkthroughs around the buildings, business tool reports, internal and external audits, staff surveys, etc.

6. Exceptions

Any exception to the policy must be recorded and approved by the NST's CEO in advance.

7. Non-compliance

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

8. Related policies and processes

- Data Protection Policy
- Freedom of Information Policy
- IT Acceptable Use Policy

9. Review

This policy will be reviewed in May 2019 and then annually thereafter