Email Policy

Last Review Date: 16/05/2018

Next Review Date: 16/05/2019

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Prepared by	Mike Moore, Managing Director
Authorised by	Upper Management
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Version Control				
Title	Email Policy			
Description	To ensure the proper use of the Company's email system and make users aware of what the company deems as acceptable and unacceptable use of its email system.			
Created by	Mike Moore			
Date Created	16-05-2018			
Maintained by	Upper Management			
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DE Photo (Franchising) Ltd. | Company Reg No. 5160591 | ICO Reg No. Z2569824

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Purpose

This policy is a supporting policy of the Information Security Policy so the purpose is the same, to secure information. DE Photo (Franchising) Ltd (referred to as the company here after) take information security very seriously, and this policy is in place to ensure the proper use of the company's email system and make users aware of what the company deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within the company network.

Scope

This policy covers appropriate use of any email sent from a company email address and applies to all employees, franchisees, vendors, and agents operating on behalf of the company.

Policy

All use of email must be consistent with the company's policies and procedures of ethical conduct and safety, and comply with applicable laws and proper business practices.

The company's email accounts should be used primarily for company related purposes; personal communication is permitted on a limited basis, but non-company related commercial uses are prohibited.

All company data contained within an email message or an attachment must be secured according to the policy and encrypted where possible using the company's Xink digital signature as stated in the Encryption Policy.

Email should be retained only if it qualifies as a business record. Email is a business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email in accordance with any legislation, codes of conduct, standards or certificates the company must adhere to. Email that is identified as a business record shall be retained according to the records management procedure.

The company email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practices, political beliefs, or national origin. Employees who receive any emails with this content from any company employee should report the matter immediately.

Users are prohibited from automatically forwarding company email to any third party email system unless there is a specific business reason to do so, all risks have been evaluated thoroughly and approved by the information security dept.

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Individual messages which are forwarded by the user must not contain confidential information or information which contains disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practices, political beliefs, or national origin.

Using a reasonable amount of company 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, joke emails, spam or any form of email that could be construed as harassment or illicit from a company email account is prohibited.

The company employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.

The company may monitor messages without prior notice. The company is not obliged to monitor email messages, but may monitor communications in accordance with the Monitoring Policy.

Performance Indicators/Enforcement

Compliance Measurement

Compliance to this policy will be determined through various methods, including but not limited to, periodic training, video monitoring, reporting, internal and external audits, and feedback to the policy owner.

Exceptions

Any exception to the policy must be approved by the information security dept. in advance.

Non-Compliance

Compliance with this policy is not optional. Any employees that are found to have violated this policy will be subject to the disciplinary terms detailed in the Data Protection Policy in line with the severity of the offence and the damages caused.

Contractors or related third parties that are found to have violated this policy will be liable for damages as laid out in the contract terms and may be subject to legal actions.

Management and Review

This policy should be reviewed as scheduled once annually unless performance indicators, changes to legislation or the organisation necessitate it.

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