



THE UNIVERSITY OF TRINIDAD AND TOBAGO

CORPORATE/FISCAL POLICIES

Policy Ref. No. CORP 15

Policy: ELECTRONIC MAIL (EMAIL) POLICY

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Approved by: The Board of Governors
Date approved: June 18th, 2020

Authorised by: The Board of Governors

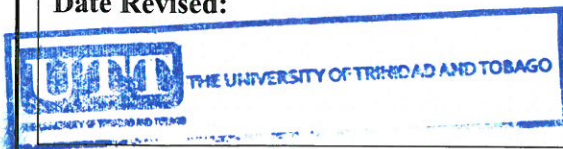
Effective date:
June 18th, 2020

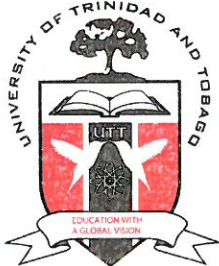
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POLICY DATA SUMMARY

Policy Name : Electronic Mail (EMAIL) Policy
Policy Reference Number: CORP 15
Total number of Pages : Four (4)
Administrative Owner : Vice President, Corporate Operations

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1.0 PURPOSE OF THE POLICY

The University of Trinidad and Tobago (UTT) recognises that Electronic Mail (Email) is an invaluable tool in teaching, learning, research and the administration of the institution. UTT acknowledges that decisions or other business transactions are communicated via Email which require these records to be adequately secured. This policy defines its governance and usage to ensure that all users are aware of their responsibilities and the requirements associated with the university Email system.

2.0 THE POLICY STATEMENT

UTT provides an Email service as an integral part of its communication strategy. All messages created by or transmitted via this service is the property of UTT thereby granting UTT the right to monitor and log all related activities. The usage of this Email service is extended to authorised university stakeholders to assist in their assigned UTT tasks and responsibilities.

The university shall institute appropriate measures to ensure that the confidentiality, integrity and availability of the information stored or transmitted by the Email system is retained. However, the university reserves the right to examine and disclose any Email content to any legally authorised authority without the consent of the account holder to ensure:

- a) compliance with any lawful directive;
- b) preservation of any relevant law and/or university policy;
- c) continuity of critical university operations;
- d) preservation of records or information as required by the university;

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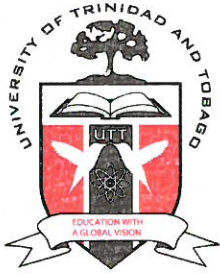
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3.0 USAGE

The university considers as acceptable, use of its Email systems for purposes that support the business of the university whilst adhering to approved policies and applicable laws.

Only university approved email disclaimers shall be appended to messages originating from its Email system.

UTT considers unacceptable the usage of its Email system to transmit content that does not support the core values of the university. These include, but are not limited to:

- i. use of Email to send messages with unprofessional, disrespectful or derogatory content based on race, colour, sex, age, disability, national origin, or any other category as determined by the university;
- ii. transmission of profanity, pornography, defamatory, misleading or any other offensive content;
- iii. use of Email to circulate unsolicited material not directly related to the business of the university;
- iv. use of Email to transmit seditious or treasonous material;
- v. use of Email in a manner which constitutes sexual or other types of harassment;
- vi. altering or forging of e-mail content;
- vii. using Emails for unapproved advertising or personal gains; and,
- viii. downloading, storing or transmission of any and all illegal material.

Persons deemed to have violated the university's Email policy may be subject to any disciplinary action considered appropriate by the university.

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