

 University of CINCINNATI	<i>Policy Title:</i> Electronic Mail	<i>Policy Number:</i> 9.1.4
	Category: Information Technology	Effective Date: 09/25/2019
Policy applicable for: Faculty/Staff/Student Workers/Affiliates	Prior Effective Date: 09/26/2018	Responsible Office(s): Office of Information Security

Background

The University of Cincinnati (UC) recognizes the vital function electronic mail (email) provides in the daily communication activities of faculty, staff, student workers and affiliates and promotes the appropriate use of university supplied email accounts. The university provides policy guidance in an effort to continue to serve the university community with a robust email system and minimize abuse of assigned email accounts.

Policy

University of Cincinnati staff, faculty, student workers and affiliates are required to comply with all relevant university security policies such as the [Acceptable Use of University IT Resources Policy](#) and federal and state laws.

All university business must be conducted using a university assigned email account. The use of a personal, or non-university assigned email account to conduct university business is strictly prohibited. Student workers that do not receive or transmit Restricted data via email may use their UC student email account. There are various systems such as Password Self Service (PSS) and other UC notification systems that may require a personal email address to receive the latest communications from those tools.

The close relationship between the University of Cincinnati and select partners creates an exception; therefore, use of these partners' electronic mail systems is permitted for necessary business related communications (See Related Links: [University of Cincinnati Electronic Mail Partners](#)).

Official university email resources will be provided centrally by IT@UC. The use or deployment of additional email services, including the creation and/or hosting of an email server using university resources or to otherwise represent the university is prohibited.

Any email and/or attachments sent from or to an UC email address may be considered public record and may be subject to disclosure.

Per the Data Governance & Classification Policy Restricted data such as SSN, electronic protected health information (ePHI), Account Information and credit card numbers must be encrypted if sent via email.

Contact Information

Office of Information Security

513-558-ISEC (4732)

infosec@uc.edu

Related Links

[University of Cincinnati Electronic Mail Partners](#)
[Acceptable Use of Information Technology Policy](#)
[Data Governance & Classification Policy](#)

History

Issued: 6/30/2015

Reviewed: 1/14/2016

Revised: 11/21/2016

Revised: 10/25/2017

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