



General Data Protection Regulations (GDPR) Email Policy

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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 CARRINGTON environment.

2. Purpose

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

3. Scope

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

4. Policy

- All use of email must be consistent with CARRINGTON policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices. For details relating to encryption please visit; <https://schuk.sharepoint.com/sites/schoolsit/gdpr>
- CARRINGTON email accounts should be used primarily for CARRINGTON business-related purposes; personal communication is allowed on an occasional basis, but non-CARRINGTON related commercial uses are prohibited.
- Carrington business should only be communicated through Carrington email accounts, not personal ones.
- All CARRINGTON 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 a CARRINGTON business record, i.e. if there is a legitimate and ongoing business reason for maintaining the information contained in the email.
- The CARRINGTON 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 CARRINGTON employee should report the matter to the Head Teacher immediately.
- Users are prohibited from automatically forwarding CARRINGTON email to a third-party email system (noted below). Individual messages which are forwarded by the user must not contain CARRINGTON confidential or the above information.

- Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail, etc. to conduct CARRINGTON business, to create or record any binding transactions or to store or retain email on behalf of CARRINGTON. Such communications and transactions should be conducted through proper channels using CARRINGTON approved documentation.
- Occasional use of CARRINGTON 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 a CARRINGTON email account is prohibited.
- CARRINGTON employees shall expect only limited privacy in respect of anything they store, send or receive on the CARRINGTON email system.
- Whilst CARRINGTON reserves the right to monitor messages without prior notice, it is not obliged to monitor email messages.
- All emails must have the following disclaimer
DISCLAIMER: This email is intended solely for the addressee. It may contain private and confidential information. If you are not the intended addressee, please take no action based on it nor show a copy to anyone. In this case, please reply to this email to highlight the error. Opinions and information in this email that do not relate to the official business of Carrington Primary School and shall be understood as neither given nor endorsed by the school. Carrington Primary School has taken steps to ensure that this email and any attachments are virus-free, but we do advise that the recipient should check that the email and its attachments are actually virus free. This is in keeping with good computing practice.
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5. Policy compliance

On an ad hoc basis the CARRINGTON Head Teachers 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 and recorded by the Head Teacher in advance.

7. Non-compliance

An 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

This Policy should be read in conjunction with the following:

Data Protection Policy

Data Incidents and Breaches Policy

Freedom of Information Policy
Acceptable Use Policy
Remote Access and Mobile Computing Policy
Subject Access Request Policy
Mobile Computing Policy
Safeguarding Policy and Guidance