

## **Email Policy**

### **1 Overview**

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

### **2 Purpose**

The purpose of this email policy is to ensure the proper use of Rockdale County Government email system and make users aware of what Rockdale County Government deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Rockdale County Government Network.

### **3 Scope**

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

### **4 Policy**

- 4.1 All use of email must be consistent with Rockdale County Government policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- 4.2 Rockdale County Government email account should be used primarily for Rockdale County Government business-related purposes; personal communication is permitted on a limited basis, but non-Rockdale County Government related commercial uses are prohibited.
- 4.3 All Rockdale County Government data contained within an email message or an attachment must be secured.
- 4.4 Email should be retained only if it qualifies as a Rockdale County Government business record. Email is a Rockdale County Government business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
- 4.5 Email that is identified as a Rockdale County Government business record shall be retained according to Rockdale County Government Record Retention Schedule.
- 4.6 The Rockdale County Government 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 practice, political beliefs, or national origin. Employees who receive any emails with this content from any Rockdale County Government employee should report the matter to their supervisor immediately.

- 4.7 Users are prohibited from automatically forwarding Rockdale County Government email to a third party email system (noted in 4.8 below). Individual messages which are forwarded by the user must not contain Rockdale County Government confidential or above information.
- 4.8 Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Rockdale County Government business, to create or memorialize any binding transactions, or to store or retain email on behalf of Rockdale County Government. Such communications and transactions should be conducted through proper channels using Rockdale County Government-approved documentation.
- 4.9 Using a reasonable amount of Rockdale County Government 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 emails from a Rockdale County Government email account is prohibited.
- 4.10 Rockdale County Government employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.
- 4.11 Rockdale County Government may monitor messages without prior notice. Rockdale County Government is not obliged to monitor email messages.

**5 Policy Compliance**

**5.1 Compliance Measurement**

The Technology Services team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.


**5.2 Exceptions**

Any exception to the policy must be approved by the Technology Services team in advance.

**5.3 Non-Compliance**

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

Approved this 8<sup>th</sup> Day of May 2018.

Board of Commissioners  
  
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 Osborn Nesbitt, Sr., Chairman

ATTEST:  
  
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 Jennifer O. Rutledge, County Clerk