

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 pose many legal, privacy, and security risks; thus, users need to understand the appropriate use of electronic communications.

2. Purpose

This email policy aims to ensure the proper use of the 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 the use of email within the Rockdale County Government Network.

3. Scope

This policy covers the appropriate use of any email sent from a Rockdale County Government email address. It 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 All Rockdale County Government data contained within an email message or an attachment must be secured.
- 4.3 All email is retained and subject to any Open Records Act request.
- 4.4 Rockdale County Government's email system shall not be used to create or distribute 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.
- 4.5 Users are prohibited from automatically forwarding Rockdale County Government email to a third-party email system (noted in 4.6 below).
- 4.6 Users are prohibited from using third-party email systems and storage servers such as Google, Dropbox, GoDaddy, Amazon Drive, Hotmail, etc., from conducting Rockdale County Government business, creating or memorializing any binding transactions, or storing or retaining email on behalf of Rockdale County Government. Such

communications and transactions should be conducted through proper channels using Rockdale County Government-approved documentation.

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

4.8 Rockdale County Government may monitor messages without prior notice.

5. Policy Compliance

5.1 Compliance Measurement

The Technology Services Department will verify compliance with this policy through various methods, including but not limited to periodic walk-thru, video monitoring, business tool reports, and internal and external audits.

5.2 Exceptions

The Technology Services Department must approve any exception to the policy in advance.

5.3 Non-Compliance

An employee who violates this policy may be subject to disciplinary action, including termination of employment.


Approved this 9 Day of may

Rockdale County, Georgia
Board of Commissioners



Osborn Nesbitt, Sr., Chairman

ATTEST:



Jennifer O. Rutledge, County Clerk
Executive Director, Government Affairs/County Clerk

Approved as to form:



M. Qader A. Baig, County Attorney