EMAIL MANAGEMENT

Belief

The Division considers email an important means of communication and recognizes that email messages may contain information about business activities.

Guidelines

1. Emails are subject to legislation such as the Freedom of Information and Privacy Protection Act and are subject to be used as evidence during litigation.

2. Employees using the Division’s electronic communication system shall comply with procedures outlined in the Division’s Communication Procedures Handbook.

3. Employees using the Division’s electronic communication system must use good judgment in writing messages and in forwarding messages and attachments.

4. Employees who originate an email message must identify, capture and securely store email messages and the associated attachments. These conditions also apply, in some cases, when employees are the recipient of an email message.

5. Email messages meeting the criteria for Official Records will be treated as such, conforming in the same manner as hardcopy and electronic records.

6. Email messages deemed as Transitory Records shall be disposed of promptly from the email system.

7. Email account security is the responsibility of each employee.

Reference:
- Freedom of Information and Protection of Privacy Act
- FOIPP Regulation 200/95
- Administrative Procedure 140 Technology Acceptable Use
- Administrative Procedure 182 Records Management
- Administrative Procedure 184 Official/Transitory/Inactive Records Management
- Records Management Program Handbook
- Communications Procedures Handbook