

1. Purpose

The purpose of this policy is for the management of electronic mail transmissions as official records of the Sunraysia Institute of TAFE.

2. Scope

This policy applies to:

- All electronic mail systems and services provided or owned by the Institute;
- All email records on the above systems; and
- All users of Institute email services, including permanent, temporary and part-time employees, as well as contractors, visiting teachers and the Institute Board.

3. Policy

This policy ensures that:

- The Institute community is informed about the applicability of policies and laws relating to electronic mail;
- Electronic mail services are used in compliance with those policies and laws; and
- Users of electronic mail services are informed about how concepts of privacy and security apply to electronic mail.

3.1. The institute reserves the right to monitor all emails.

3.2. Appropriate use of email

- 3.2.1. Users should use the email system to send and receive relevant business information which is in line with the responsibilities set out in their job descriptions.
- 3.1.2. All email correspondence should be courteous and professional.
- 3.1.3. Minimal personal use of the email system is permitted unless it impacts on the user's ability to fulfil his or her job description, or if it prevents other users from utilising the email system.

3.3. Inappropriate use of email

- 3.3.1. Users must be aware that email is an insecure form of communication and that confidential business information should not be emailed externally unless necessary.
- 3.3.2. Confidential business information should not be forwarded to unauthorised people internally or externally.
- 3.3.3. The use of email for illegal or unlawful purposes, including but not limited to, fraud, libel, harassment, the deliberate spreading of computer malware, viruses or obscene/defamatory content, is prohibited and may lead to disciplinary action being taken.

Warning – Uncontrolled when printed.

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- 3.3.4. Users should not open unsolicited or unexpected file attachments, which often harbour malicious viruses.
- 3.3.5. The email system should not be used for personal business purposes or to broadcast personal opinions on political, religious or other non-business critical matters (for example but not limited to; signing up to mailing lists of retail outlets, distributing petitions that may be perceived as representing personal opinion).
- 3.3.6. Misuse of email is to be reported as per the Reporting Misuse of Email Procedure.

3.4. Compliance Archiving

A large proportion of the Institute's operational communication is carried out via email. Email is used for a wide range of purposes, including negotiations, financial transactions, authorisations, employment matters, communications with students and circulation of reports and minutes. As these email communications fall under a number of legislative requirements and may be required for legal purposes, the Institute has introduced a compliance archiving system in which all email transactions are stored in compliance with relevant legislation. The Institute will retain all email transactions for a period of seven years with the exception of some automatically generated system emails.

3.5. Access by Managers

Managers requiring access to staff email in the event of planned or unplanned absences must obtain approval from the GMO or CEO.

3.6. Sanctions for non-compliance with this policy

Failure to comply with this policy will invoke disciplinary procedures; these include warnings (verbal and written), the withdrawal of email access and termination of employment. If appropriate, legal action may also be taken.

4. Definitions

Acronym/Term	Definition
CEO	Chief Executive Officer
Confidential Business Information	All forms of both formal and informal communication of a work related nature.
GMO	General Manager, Operations

5. Legislative Context

- Crimes Act 1958 (Vic)
- Electronic Transactions Act 2000 (Vic)
- Evidence Act 1958 and the Acts Amendment (Evidence) Act 2000 (Vic)
- Financial Management Act 1994 (Vic)
- Ombudsman Act 1973 (Vic)
- Privacy Amendment Act 2012 (Cth)
- Public Records Act 1973 (Vic)
- Victorian Freedom of Information Act 1982 (Vic)

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6. Associated documents

6.1. Associated Policies

- Information Privacy Policy.
- Staff Code of Conduct Policy
- Student Code of Conduct Policy

6.2. Associated Procedures

- Reporting Misuse of Email Procedure.

6.3. Associated Forms

- Nil.

6.4. Other associated documents

- Nil.

7. Responsibility

The General Manager, Operations is responsible for ensuring compliance with this policy, and its associated procedures and systems.

8. Review Frequency

This policy is to be reviewed every three years.

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