

Office of the President
University Policy

SUBJECT:	Effective Date:	Policy Number:
		1 3
	Responsible Authority: Provost Associate Provost and Chief Information Officer Vice President, Administrative Affairs Chief Compliance & Ethics Officer	

APPLICABILITY:

This policy applies to all FAU faculty and staff, including student employees.

DEFINITIONS:

Personal email account: Personal email accounts are email accounts that are not provided by the University including, but not limited to, gmail, hotmail, and yahoo accounts.

University email account: A University email account is an email account that is provided by the University and has an email address that ends in fau.edu.

Mass-email communications: Mass-email communications are emails sent to more than 50 individuals at one time.

POLICY STATEMENT:

Email is one of the most common forms of communication at the University. Email represents a potential compliance risk if certain safeguards are not taken to protect emails from loss or disclosure. These safeguards can only be effective if email resides on FAU-managed or approved systems.

Email communications can pose risks to the compliance obligations of the University, including risks related to FERPA-protected communications related to student records, risks to HIPAA-protected information related to health records, information subject to public records release under Florida Sunshine laws, and potential concerns around export controls.

By controlling the ways in which official communications are handled, FAU is better positioned to

POLICY APPROVAL