



EMAIL POLICY - GDPR

Committee/Person Responsible for Policy	Headteacher/SLT
Date Approved by SLT/Headteacher	11th January 2023
Next Review Date:	January 2025 – updated if new guidance comes into effect

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Email Policy

1. Introduction

- 1.1 Email is an almost universal means of communication. It is often the primary communication and awareness raising tool within an organisation. Whilst email provides many benefits, the misuse of email poses security, privacy and legal risks. So it is important that users understand how to use it appropriately within the Foxwood Academy environment.

2. Purpose

- 2.1 The purpose of this email policy is to ensure the proper use of the Academy email system and make users aware of what the Academy considers to be acceptable and unacceptable use. This policy outlines the minimum requirements for use of email within the Academy network.

3. Scope

This policy covers appropriate use of any email sent from an Academy email address and applies to all employees, governors, vendors and agents operating on behalf of the Academy.

4. Policy

- All use of email must be consistent with Academy policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- Academy email accounts should be used primarily for Academy business-related purposes; personal communication is allowed on an occasional basis, but non-Academy related commercial uses are prohibited.
- All Academy data contained within an email message or an attachment must be secured in accordance with the provisions for protecting personal data in line with GDPR and the Data Protection Act 2018.
- Email should be retained if it qualifies as an Academy business record, i.e. if there is a legitimate and ongoing business reason for maintaining the information contained in the email.
- Email identified as an Academy business record will be retained in accordance with Academy's Record Retention Schedule.
- The Academy email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about age, gender, race, disability, sexual orientation, religious beliefs and/or practice, political beliefs or nationality. Employees and Governors who receive any emails containing this type of content from any Academy employee should report the matter to their line manager immediately.

General Data Protection Regulation (GPDR)

Email Policy

- Users are prohibited from automatically forwarding Academy email to a third party email system (noted below). Individual messages which are forwarded by the user must not contain Academy confidential or above information.
- Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail, etc. to conduct Academy business, to create or record any binding transactions or to store or retain email on behalf of the Academy. Such communications and transactions should be conducted through proper channels using Academy approved documentation.
- Occasional use of Academy 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 related emails from an Academy email account is prohibited.
- Academy employees and Governors shall expect only limited privacy in respect of anything they store, send or receive on the Academy's email system.
- Whilst the Academy reserves the right may monitor messages without prior notice, it is not obliged to monitor email messages.

5. Policy compliance

On an ad hoc basis the Academy's Headteacher may authorise verification of compliance to this policy through various methods, including but not limited to periodic walkthroughs around the buildings, business tool reports, internal and external audits, staff and governor surveys, etc.

6. Exceptions

Any exception to the policy must be recorded and approved and recorded by the Academy's Headteacher in advance.

7. Non-compliance

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

8. Related policies and processes

- Data Protection Policy
- Freedom of Information Policy
- Records Management Policy
- IT Acceptable Use Policy

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