

Email forwarding policy

Last review date	Quarter 3, 2024
Scheduled review date	Quarter 3, 2026
Introduction	The Centre for Community-Driven Research (CCDR) is committed to maintaining the privacy and confidentiality of all stakeholders. Email poses a significant risk in breaching local privacy laws and this policy aims to mitigate those risks.
Lawfulness, fairness and transparency	CCDR must process personal data lawfully, fairly and in a transparent manner in relation to the policy subject.
Purpose limitation(s)	Any personal HR related contracts, payslips etc. will be sent or copied to your personal email account. If you would like a copy of any correspondence or documents relating to personal performance or HR-related issues, you can request these from your supervisor that you have a copy on your personal files.
Purpose	<p>Email accounts such as Gmail, outlook etc. scan every email you send or receive. This means that when you are sending your work email through an external email address, you are exposing it to being scanned.</p> <p>It is important for you as an employee to know that you are also exposing your personal email to being subpoenaed should the organisation's emails ever be required due to a lawsuit, and vice versa i.e. if you are ever charged with a crime or in civil litigation and your emails can be legally accessed, you are exposing your work email to view.</p>
Policy	If at any time you do forward an email that you received in the context of your role at CCDR to a personal account, you are in violation of the non-disclosure agreement that each staff member signs upon employment. This may lead to the termination of your contract as this is all proprietary information – regardless of the content. This is not a policy unique to CCDR and is standard across most companies. CCDR also have software to detect irregular email activities and this may result in an audit of your CCDR email account.
Policy Implementation and assignment of responsibility	<p>The specific clause that you should be aware of is in your non-disclosure agreement:</p> <p>“I agree that all Confidential Information and all other discoveries, inventions, ideas, processes, products and materials, or parts thereof, conceived, developed, or otherwise made by me, alone or jointly with others and in any way relating to CCDR’s present or proposed activities or to tasks assigned to me during the course of my services to CCDR, whether or not subject to copyright or patent protection and whether or not reduced to tangible form or reduced to practice, during the period of my employment or consultancy (collectively referred to herein as “Developments”) will remain on CCDR Information Technology platform and not be stored elsewhere including on personal computers, personal emails or personal file storage systems.”</p> <p>It is important to remember that all work email belongs on your CCDR work account and nowhere else.</p>
Related standard operating procedures	Record management