



# General Data Protection Regulations (UK GDPR)

## Crabtree Farm Primary School

### Email Policy

May 2024

# Email Policy

## Contents

1. Introduction
2. Purpose
3. Scope
4. Policy
5. Policy compliance
6. Exceptions
7. Non-compliance
8. Related policies and processes



## **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 Crabtree Farm Primary School environment.

### **2. Purpose**

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

### **3. Scope**

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

### **4. Policy**

- All use of email must be consistent with school policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- School email accounts should be used primarily for school business-related purposes; personal communication is allowed on an occasional basis, but non-school related commercial uses are prohibited.
- All school data contained within an email message or an attachment must be secured in accordance with the provisions for protecting personal data in line with UK GDPR and the Data Protection Act 2018.
- Email should be retained if it qualifies as a school business record, i.e. if there is a legitimate and ongoing business reason for maintaining the information contained in the email.
- The school 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 who receive any emails containing this type of content from any school employee should report the matter to the headteacher immediately.
- Users are prohibited from automatically forwarding school email to a third party email system (noted below). Individual messages which are forwarded by the user must not contain school confidential or above information.



## General Data Protection Regulation (UK GDPR) Email Policy

- Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail, etc. to conduct school business, to create or record any binding transactions or to store or retain email on behalf of the school. Such communications and transactions should be conducted through proper channels using school approved documentation.
- Occasional use of school 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 a school email account is prohibited.
- School employees shall expect only limited privacy in respect of anything they store, send or receive on the school's email system.
- Whilst the school reserves the right to monitor messages without prior notice, it is not obliged to monitor email messages.

### **5. Policy compliance**

On an ad hoc basis the school'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 surveys, etc.

### **6. Exceptions**

Any exception to the policy must be recorded and approved and recorded by the school'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
- Data Incidents and Breaches Policy
- Freedom of Information Policy
- IT Acceptable Use Policy
- Remote Access Mobile Computing Policy
- Subject Access Request Policy
- Safeguarding Policy