

**University of Victoria
Faculty of Engineering**

Use of Email for University Business

All employees, faculty, staff and others, are required to use UVic email accounts (accounts ending with uvic.ca) for all communication related to University business since the communication is a matter of University record. As such, it is subject to a number of University policies and procedures. The use of a non-University account for any communications involving University business is not acceptable since the fact the email may be stored off-site could jeopardize the security, integrity and recoverability of the information. Some cases could constitute a violation of a student's or an employee's expectation to the institution maintaining the privacy of that information beyond the bona fide use by the institution. In addition, some instances could constitute a violation of provincial freedom of information and protection of privacy legislation.

For consistency and to avoid messages being blocked by spam or junk mail filters, students should use UVic email accounts to communicate with University employees.

Related Policies

Use of Information Technology Services, including those provided by the Faculty of Engineering and its Departments, are subject to University's Policy on Responsible use for Information Technology Services (Policy 6030 <http://web.uvic.ca/uvic-policies/pol-6000/6030CTUR.html>). That Policy states:

Information technology services at the University of Victoria are intended primarily to serve the educational, research, and administrative purposes of the University. The University is therefore responsible for ensuring that resources and facilities provided for the purpose of supporting University-authorized teaching, research, administrative, and other University computing activities are in fact used for these purposes. Usage is also governed by all applicable University policies, such as the Harassment and Intellectual Property Policies, by all applicable Federal, Provincial, and local laws and statutes, such as the Criminal Code of Canada, the Copyright Act, and the BC Freedom of Information and Protection of Privacy Act, and by licenses governing the use of computer programs and documents of all kinds.

In the context of email, Policy 6030 specifies that as a condition of access to information technology services and facilities, a user agrees:

- a) not to misrepresent her or his identity as a sender of messages or the content of such messages;
- b) not to harass other users of information technology services or facilities;
- c) not to display or transmit information that violates Canadian laws (i.e., copyright, criminal code) not to compromise or attempt to compromise the integrity of any computing or communications system;
- d) not to use any computing or communications system or user account unless formally and explicitly authorized to do so;
- e) not to introduce or propagate any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer system, network, or communication facility;
- f) not to use any University information technology service or facility for non-University projects;
- g) not to use any University information technology service or facility for commercial or other external purposes except as permitted by University policy and previously authorized.

Policy 6030 notes the items below regarding e-mail. Note that the term *University* in this context applies to facilities and services within the Faculty of Engineering and its Departments. Items (f) and (h) are applicable to students as well as employees. In particular the University reserves the right to access student e-mail and files as necessary to investigate allegations of misconduct or illegal activity.

- a) *The University email system is part of the University's information technology services and is maintained for the purpose of carrying on the administration and business of the University. The email records created by using University computers or the University email system are University records and are, therefore, records for the purposes of the Freedom of Information and Protection of Privacy Act.*
- b) *University information technology services are not to be used for non-University projects or commercial purposes. Nevertheless, as with the use of University telephones for local calls, occasional and limited use of email for personal purposes is permitted when it enables an employee to deal with personal matters. Abuse or misuse of email can however lead to the various sanctions previously outlined.*
- c) *Email messages are University records that may be either transitory or required for ongoing purposes. If an email record is transitory, it should be disposed of when no longer required. Email deleted from the local computer is the equivalent of shredded records or records put in a recycling bin. Central back-up is not used for archival purposes.*
- d) *If a request for access is received under the Freedom of Information and Protection and Privacy Act, existing email records are included and must not be deleted.*
- e) *Email, similar to other records containing personal information under the Freedom of Information and Protection of Privacy Act, can be reviewed by those in the University with a "need to know". This may relate to a request under the Freedom of Information and Protection of Privacy Act, labour relations issues, a reasonable suspicion of abuse of the email system, or the need for business access in the absence of an employee. Central back-up of email is for purposes of disaster only and not for recovery of specific items of deleted email for freedom of information access or other requests. There is not central back-up for archival purposes.*
- f) *Outgoing email may be used by the recipient in a manner beyond the employee's control. Inappropriate or offensive email must not be sent or forwarded.*
- g) *As email bears identification marks of University of Victoria, users are expected to treat email facilities in the same manner as they would use University letterhead.*
- h) *Notwithstanding anything in this policy, the University reserves the right to access email records which have been deleted by an employee but which have been preserved centrally, for the purposes of recovering evidence while investigating allegations of serious employee misconduct and managing actual or potential civil litigation in which the University is or may become a party.*

Inappropriate email content could constitute a violation of the University's Discrimination and Harassment Policy and Procedures (Policy 1150 http://web.uvic.ca/univsec/pol_pro/pol-1000/1150HPP.html)

Any alleged cases of abuse of email within the Faculty of Engineering will be investigated in accordance with Policy 6030 and other applicable Department, Faculty or University policies including Policy