



County of Ottawa

USE OF ELECTRONIC MAIL AND PRIVACY POLICY

I. POLICY

Electronic Mail (E-Mail) is a technological resource and is provided to the employees of the County of Ottawa as a business communications tool. The County considers all E-Mail to be the property of the County. The County provides employees no guarantee of privacy for any E-Mail messages or notes. While the County reserves the right to review all electronic records, it prohibits employees from reading other employees' E-Mail except in those situations that require access for legitimate business reasons.

It is the intent of this policy to establish guidelines regarding the usage, ownership and confidentiality of E-Mail at the County. E-Mail is a productivity tool that is designed to enhance communications between people. This communication method helps to break down status barriers, avoid telephone tag, and to help control work interruptions.

II. STATUTORY REFERENCES

None.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date: _____

Board of Commissioners Review Date and Resolution Number: _____

Name and Date of Last Committee Review: _____



County of Ottawa

USE OF ELECTRONIC MAIL AND PRIVACY POLICY

PROCEDURE

1. All computers and electronic and telephonic media (including fax and telex) are the property of the County of Ottawa and are to be used solely for business purposes.
2. Use of County property and transmissions will be monitored as needed by authorized County personnel to ensure that legitimate business interests are being carried out during the use of such property.
3. The approval process for sending E-Mail to "All Employees" will be through the County Administrator or a designated representative.
4. When using E-Mail, always know to whom you are sending a message. Double check names and addresses in order to avoid inadvertent broadcasts.
5. When sending E-Mail to large groups place group names in the bcc (blind copy) field to prevent addressees from inadvertently sending "Reply to all" responses that can congest networks and E-Mail servers.
6. Do not send potentially embarrassing messages over the E-Mail network.
7. Do not send highly sensitive or confidential messages over the E-Mail network unless properly encrypted, and sent by and to parties authorized to have access to the information.
8. Do not send E-Mail soliciting support, participation or funds for personal business or on behalf of personal interest groups or to express political opinions.
9. Sign off the computer whenever you leave your desk in order to protect your E-Mail. If you do not, someone else may use your password to view your E-Mail or to send messages with your User ID.
10. Remember to do the following: 1) change your password often, 2) do not use an obvious password, and 3) never share your password with anyone (if someone knows your password, it would be like giving them the key to your front door). You may be held responsible for any policy violations committed and exposing information to unauthorized access.
11. Violations of any part of this policy may result in disciplinary action up to and including termination according to established County policies.



County of Ottawa

REVIEW PERIOD

The Information Technology Director will review these policies and procedures and report to the Planning and Policy Committee at least once every two years.