Policy 5.13
Automatic Forwarding of Email from the EmoryExchange Environment

This policy version was not current at the time of printing. Please see http://policies.emory.edu/5.13 for the current version.

Responsible Official: Enterprise CIO and Sr. Vice Provost for Library Services and Digital Scholarship
Administering Division/Department: LITS: Library & IT Services
Effective Date: September 01, 2009
Last Revision: September 29, 2010

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Definitions
V. Related Links
VI. Contact Information
VII. Revision History

Overview

This policy sets forth the terms concerning automatic forwarding of email from the EmoryExchange environment.

Applicability

This policy applies to all users of enterprise EmoryExchange environment.

Policy Details

The EmoryExchange email system is designed for the secure, encrypted transmission and storage of email messages within Emory Healthcare and Emory University.

In order to preserve this high level of email security, for Emory personnel that use email for the transmission or receipt of patient or other confidential information, the forwarding of email to a system outside of EmoryExchange will not be allowed. This includes other Emory Department Email as well as outside email providers like Gmail, Hotmail, and Yahoo Mail.

Emory personnel who do not use email to transmit or receive patient or other confidential information can request that automatic email forwarding be activated by completing a request via the Remedy Help Desk system.

Definitions
Confidential Information Confidential data/information is considered to include, but is not limited to Social Security Number (SSN), credit card numbers, student information not suitable for inclusion in a directory (grades, billing information, class schedules, etc.), electronic protected health information (E PHI), government issued identification numbers (drivers license numbers, passport numbers, visa numbers, etc.), financial account numbers stored in conjunction with the access codes or PIN’s needed in order to access the accounts, and other financial information.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/5.13](http://policies.emory.edu/5.13)
- [Outlook Web Access](https://owa.emory.edu)
- [Enterprise Email](http://it.emory.edu/catalog/enterprise_email/)

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarification of Policy</td>
<td>Jay Flanagan</td>
<td>7-4962</td>
<td><a href="mailto:jflanag@emory.edu">jflanag@emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*