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# Email and Calendar Policy

RUTGERS UNIVERSITY

**UNIVERSITY POLICY**

## 70.1.6 Email and Calendar Policy

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| **Section Title:** | Information Technology: Information Technology Policies |
| **Approval Authority:** | Exec. V.P. – Chief Financial Officer & University Treasurer |
| **Responsible Office(s):** | Off. of Information Technology (OIT) |
| **Responsible Executive(s):** | Sr. V.P. & Chief Information Officer |
| **Adopted Date:** | 12/13/2018 |
| **Reviewed Date:** | |
| **Contact Information:** | oit-policies@oit.rutgers.edu |

## 1. Policy Statement

Having a common email and calendar system, including an email policy, for the entire University promotes collaboration and communications, improves business continuity, and allows for more effective handling and security of data. University Email and Calendaring systems and services supply email, calendaring, and many other collaborative tools in support of the University's mission of education, research, and public service, and to conduct the University's business. Access to and use of the University Email and Calendaring systems and services is a privilege accorded at the discretion of the University. Use of the University Email and Calendaring systems and services is subject to legal and policy restrictions that apply to all University property and the constraints necessary for the reliable operation of electronic communication systems and services.

## 2. Reason for Policy

The Email and Calendar policy detailed below allows the University to meet federal, State and local, legal, regulatory, and statutory requirements. Therefore, both the community as a whole and each individual user have an obligation to abide by the measures and requirements established within this policy.

## 3. Who Should Read This Policy

All members of the Rutgers University community.

## 4. Resources

University Policy: Information Technology - Section 70

University Policy 70.1.1: Acceptable Use Policy for Information Technology Resources

University Policy 70.1.2: Information Classification

University Policy: Clinical, Compliance, Ethics & Corporate Integrity - Section 100

Email and Calendar website for Rutgers Connect

Email and Calendar website for ScarletApps

## 5. Definitions

**University Business** - The work performed as part of an employee's job responsibilities, daily work, and duties performed on behalf of the University by faculty, staff, student workers, guests, and other persons whose conduct, in the performance of work for the University, is under the direct control of the University, whether or not they are paid by the University. This includes any email, calendar events, files, or other electronic business data created, stored, processed, and/or transmitted that is related to work performed for the University.

**University Email and Calendaring Systems** - There are two official and approved email and calendaring systems: Rutgers Connect for faculty and staff, and ScarletApps (including ScarletMail) for students.

## 6. The Policy

All email and calendaring used to conduct University Business must be created, stored, processed, and transmitted via the approved procedures and using the official University Email and Calendaring systems. Forwarding or auto-forwarding of restricted electronic health information (e-PHI) to a non-Rutgers email service is a violation of University policy.

### 7. Non-Compliance and Sanctions

Failure to comply with this policy may result in denial or removal of access privileges to the University's electronic systems, disciplinary action under applicable University policies and procedures, civil litigation, and/or civil or criminal prosecution under applicable State and federal statutes.

**Policy Information**

Section
70.1.6

Section Title
Information Technology: Information Technology Policies

Formerly Book
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Approval Authority
Exec. V.P. – Chief Financial Officer & University Treasurer

Responsible Executive(s)
Sr. V.P. & Chief Information Officer

Responsible Office(s)
Off. of Information Technology (OIT)

Adopted
12/13/2018

Adopted Note
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Last Reviewed
03/31/2021

Revised
03/31/2021

Contact
oit-policies@oit.rutgers.edu

ReviewAndCommentLink
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