

Policy Name:	Email and Calendar Policy				
Section #:	70.1.6	Section Title:	Information Technology	Formerly Book:	N/A
Approval Authority:	Executive Vice President Finance and Administration		Adopted:		Reviewed:
Responsible Executive:	Senior Vice President and Chief Information Officer		Revised:		
Responsible Office:	Office of Information Technology (OIT)		Contact:	oitpolicies@rutgers.edu	

1. Introduction

Having a common *email* and *calendar* system including an *email* policy for the entire University promotes collaboration and communications, improves business continuity, data security and handling. The *Email* and *Calendar* policy detailed below allows the University to meet federal, state and local, legal, regulatory and statutory requirements (e.g. HIPAA, OPRA, FERPA, GLBA). Therefore, both the community as a whole and each individual user has an obligation to abide by the measures and requirements established within this policy.

2. Privacy

Any access to an individual's *email* or *calendar* will be in accordance with *Email Standards and Guidelines* as published on the OIT website, as well as the University's IT Privacy Policy (Section 70.1.7).

3. Who Should Read This Policy

All members of the Rutgers University community.

4. Related Documents

Policies.rutgers.edu: Information Technology - Section 70
 Policies.rutgers.edu: Clinical, Compliance, Ethics & Corporate Integrity - Section 100
 OIT Policies Website: <http://oit.rutgers.edu/policies>
 RU Secure Website: <http://rusecure.rutgers.edu/>
 Email and Calendar website for Rutgers Connect: <https://oit.rutgers.edu/connect>
 Email and Calendar website for ScarletMail: <https://ScarletMail.rutgers.edu>
 University's IT Privacy Policy

5. Definitions

- Calendaring - a function at a major University which uses a common calendar system for the scheduling and coordination of meetings and other events, particularly amongst Rutgers community.
- Email – Electronic Mail. An information vehicle for communications within the University and between the University community and others worldwide, which provides communications and collaboration, reliability, security and business continuity.
- FERPA – Family Educational Rights and Privacy Act of 1974 is a law that protects the privacy of students' education records.

- **GLBA** - The Gramm-Leach-Bliley Act (GLB Act or **GLBA**), also known as the Financial Modernization Act of 1999, is a federal law enacted in the United States to control the ways that financial institutions deal with the private information of individuals.
- **HIPAA** - HIPAA (Health Insurance Portability and Accountability Act of 1996) is United States legislation that provides data privacy and security provisions for safeguarding medical information.
- **OGC** – Office of General Counsel. Rutgers Legal Office.
- **OPRA** – Open Public Records Act - requiring New Jersey Department of Environmental Protection to make available its public records through formal requests to the Department's Office of Record Access.
- **University Business** - is 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 transmitted that is related to work performed for Rutgers.

6. **Policy**

This policy outlines the standards for using the *Email* and *Calendar* services provided for Rutgers faculty, staff, guests and students. All *email* and *calendar* used to conduct *University Business* at Rutgers, must be created, stored, processed and transmitted via the approved University *email* and *calendar* system, as defined in the *Email* and *Calendar* System Guidelines.

The University recognizes and has established the use of *email* as an official means of communications and notifications. This also allows the University to meet legal and compliance requirements (e.g. HIPAA, OPRA, FERPA, GLBA). Therefore, both the community as a whole and each individual user has an obligation to abide by this policy and its corresponding guidelines.