

Information Security Standard

Automatically Forwarded Email

Initially Approved: September 8, 2010

Modified: March 13, 2014

Revised: August 18, 2020 (as the Automatically Forwarded Email Standard)

Administering Office: Office of the CIO

I. STANDARD STATEMENT

This information security standard operates under University Policy 117 Information Security. The purpose of this standard is to prevent the unauthorized disclosure of personally identifiable information (PII) or other protected University data.

II. SCOPE AND APPLICATION OF THE STANDARD

This standard covers automatic email forwarding by all employees, students, vendors, and agents operating on behalf of Western Carolina University. This includes all WCU.EDU and Catamount.WCU.EDU email accounts.

III. DEFINITIONS

Automatically forwarded email shall mean a rule set by a user to transmit all email to a different account external to WCU's email system.

"PII" shall mean any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including, but not limited to name; address; telephone number; social security number; date of birth; government-issued driver's license or identification number; alien registration number; government passport number; employer or taxpayer identification number; or bank or other financial account routing code.

Unauthorized Disclosure shall mean the intentional or unintentional revealing of restricted information to people who do not have a business need to know that information.

IV. AUTOMATICALLY FORWARDED EMAIL STANDARD

To defend against the unauthorized disclosure of PII or other protected University data, users will not automatically forward email via any means to an external account. The IT Division will also not enable this ability for a user. The Information Security and Privacy Committee will be responsible for the evaluation and approval of any mission critical exceptions.

V. ENFORCEMENT

Violation of this standard will be referred to the appropriate office for disciplinary action.

VI. REFERENCES

International Standards Organization (ISO/IEC 27002:2022, Clause 5 Organizational Controls)

[University Policy 117 Information Security](#)