I. POLICY STATEMENT

The purpose of this policy is to prevent the unauthorized or inadvertent disclosure of business sensitive, personally identifiable information (PII), or other protected information.

II. SCOPE AND APPLICATION OF THE POLICY

This policy covers automatic Email forwarding, and thereby the potentially inadvertent transmission of sensitive information by all employees, students, vendors, and agents operating on behalf of Western Carolina University. This includes WCU and Catamount student Email accounts.

III. DEFINITIONS

Email: The electronic transmission of information through a mail protocol such as SMTP. Programs such as Eudora and Microsoft Outlook use SMTP.

Automatically forwarded Email: Email that is automatically resent from an internal network to an outside point.

Sensitive Information: As per University Policy #97 - business sensitive (i.e. financial and payroll information); Personally Identifiable Information (PII) i.e. Social Security Numbers (SSN), drivers license numbers, etc; Student records as defined by the University’s FERPA policy; medical record information as defined in the university’s HIPAA policy; etc.

Unauthorized Disclosure: 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 POLICY

In an effort to protect sensitive information, as defined in the University Policy #97 Data Security and Stewardship, 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 Data Security and Stewardship Committee will be responsible for evaluation, approval, and periodic review of any mission critical exceptions.

V. ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Student violations of this policy will be addressed via the Code of Student Conduct.

VI. REFERENCES

International Standards Organization (ISO/IEC 27002, 13.2 Information transfer)