



Policy and Procedure: HIPAA/HITECH Compliance

Topic: *Automatically Forwarded Email*

Policy Purpose:

The purpose of this policy is to prevent the unauthorized or inadvertent disclosure of sensitive company information.

This policy covers automatic email forwarding, and thereby the potentially inadvertent transmission of sensitive information by all employees, vendors, and agents operating on behalf of **Saratoga Bridges**.

Policy Description / Responsibilities:

Employees must exercise utmost caution when sending any email from inside **Saratoga Bridges** to an outside network. Unless approved by an employee's manager or the IT department, **Saratoga Bridges** email will not be automatically forwarded to an external destination. Sensitive information or any information containing EPHI will not be forwarded via any means, unless that email is critical to business and is encrypted in accordance with the ***Acceptable Encryption Policy***.