



## **Policy and Procedure: HIPAA/HITECH Compliance**

### **Topic: *Email Use***

#### **Policy Purpose:**

The purpose of this policy is to prevent tarnishing the public image of **Saratoga Bridges**. When email goes out from **Saratoga Bridges**, the general public will tend to view that message as an official policy statement from **Saratoga Bridges**.

This policy covers appropriate use of any email sent from a Saratoga Bridges email address and applies to all employees, vendors, and agents operating on behalf of **Saratoga Bridges**.

#### **Policy Description / Responsibilities:**

##### **Prohibited Use**

The **Saratoga Bridges** email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any **Saratoga Bridges** employee should report the matter to their supervisor immediately.

##### **Personal Use**

Using a reasonable amount of **Saratoga Bridges** resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from an **Saratoga Bridges** email account is prohibited. Virus or other malware warnings and mass mailings from **Saratoga Bridges** shall be approved by **Saratoga Bridges** Director of Information Services before sending. These restrictions also apply to the forwarding of mail received by an **Saratoga Bridges** employee.

##### **Monitoring**

**Saratoga Bridges** employees shall have no expectation of privacy in anything they store, send, or receive on the company's email system. **Saratoga Bridges** may monitor messages without prior notice. **Saratoga Bridges** is not obliged to monitor email messages. E-mail is backed up for a 30 day period after which time tapes/hard drive storage is over-written.