



## General Data Protection Regulations (UK GDPR) Email Policy



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## **Email Policy**

### **1. Introduction**

- 1.1 Email is an almost universal means of communication. It is often the primary communication and awareness raising tool within an organisation. Whilst email provides many benefits, the misuse of email poses security, privacy and legal risks. So, it is important that users understand how to use it appropriately within the School environment.

### **2. Purpose**

- 2.1 The purpose of this policy is to ensure the proper use of the Old Basford School email system and make users aware of what Old Basford School considers to be acceptable and unacceptable use. This policy outlines the minimum requirements for use of email within the School network.

### **3. Scope**

This policy covers appropriate use of any email sent from an Old Basford School email address and applies to all employees, vendors and agents operating on behalf of Old Basford School.

### **4. Policy**

- All use of email must be consistent with Old Basford School policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices. For details relating to encryption please visit; <https://schuk.sharepoint.com/sites/schoolsit/gdpr>
- Old Basford School email accounts should be used primarily for School business-related purposes; personal communication is allowed on an occasional basis, but non-school related commercial uses are prohibited.
- All personal data contained within an email message or an attachment must be secured in accordance with the provisions for protecting personal data in line with GDPR 2017 and the Data Protection Act 2018.
- Email should be retained if it qualifies as a business record, i.e. if there is a legitimate and ongoing business reason for maintaining the information contained in the email.
- The Old Basford School email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about age, gender, race, disability, sexual orientation, religious beliefs and/or practice, political beliefs or nationality. Employees who receive any emails containing this type of content from any Old Basford School employee should report the matter to the Head Teacher immediately.
- Users are prohibited from automatically forwarding Old Basford School emails to a third party email system (noted below). Individual messages which are forwarded by the user must not contain Old Basford School confidential or the above information.
- Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail, etc. to conduct Old Basford School business, to create or record any binding transactions or to store or retain email on behalf of Old Basford School. Such communications and

transactions should be conducted through proper channels using Old Basford School approved documentation.

- Occasional use of Old Basford School 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 related emails from an Old Basford School email account is prohibited.
- Old Basford School employees shall expect only limited privacy in respect of anything they store, send or receive on the Old Basford School email system.
- Whilst Old Basford School reserves the right to monitor messages without prior notice, it is not obliged to monitor email messages.

## **5. Policy compliance**

On an ad hoc basis the Old Basford School's Head Teacher may authorise verification of compliance to this policy through various methods, including but not limited to periodic walkthroughs around the buildings, business tool reports, internal and external audits, staff surveys, etc.

## **6. Exceptions**

Any exception to the policy must be recorded and approved and recorded by the Head Teacher in advance.

## **7. Non-compliance**

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## **8. Related policies and processes**

This Policy should be read in conjunction with the following:

Data Protection Policy  
Data Incidents and Breaches Policy  
Freedom of Information Policy  
Acceptable Use Policy  
Remote Access and Mobile Computing Policy  
Subject Access Request Policy  
Mobile Computing Policy  
Safeguarding Policy and Guidance

\*Delete as appropriate