

FOR REVIEW

EMAIL ADDRESS POLICY

What?	This policy advises University affiliates of their obligations to use only their University email account and not personal email accounts for University business and to maintain and manage the records resulting from that use in accordance with all applicable policies, standards, and procedures.
Who?	All UNC-Chapel Hill Users who conduct University business via email.
Where?	https://its.unc.edu/its-policy-review/

EMAIL DOMAIN POLICY

What?	This policy provides guidance for University departments or organizations that use separate email systems rather than the central University email system. The purpose of this policy is to ensure that email accounts that are used to conduct University business have appropriate security, backup, and records-retention measures in place.
Who?	Departments or University organizations who manage an independent email system to conduct University business.
Where?	https://its.unc.edu/its-policy-review/

ON THE ROADMAP

POLICY DEVELOPMENT AND REVIEW

The IT Policy Office is continuing to review and update IT Policies to best serve the University's Information Technology needs. We are always soliciting feedback on new policies. All feedback that is received by the IT Policy Office is saved and included in the policy review process.

THE MORE YOU KNOW!

WHAT ARE THE DIFFERENCES BETWEEN POLICIES, PROCEDURES, AND STANDARDS?

Policies: A written statement that mandates, specifies, or prohibits behavior in order to express basic values of the University, enhance the University's mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk.

Procedures: Established protocols or official ways of doing something. A series of actions or processes that are conducted in a certain order or manner. A required sequence of steps that must be completed. Official procedures usually help to carry out and comply with Policy requirements.

Standards: Written definitions, limits, or rules, that are approved for compliance as minimal acceptable benchmarks. Standards allow for different processes to achieve compliance with policies, but set clear minimum requirements to help everyone understand what compliance looks like. For example, a standard might require encryption of certain information in email, but allow flexibility about what software to use to do that or what steps to take to do it, so long as minimum levels of encryption are met.

“We hope to make IT policies easily accessible, and the drafting and development process open and productive.”

HOW TO SEND FEEDBACK

If you have feedback on this bulletin, on IT policy development or management, or on any campus IT policy document, please feel free to contact Kim Stahl directly at kim_stahl@unc.edu, via the ITS policy staff email its_policy@unc.edu, or give us specific feedback on the ITS Policy Review page: <https://its.unc.edu/its-policy-review/>

CONTACT

ITS Policy Office
ITS Franklin, Office 2402
Campus Box 1105
Chapel Hill, NC 27599-1105
919.962.3987
its_policy@unc.edu

