

## **1.0 Overview**

The P.A.Inamdar college of Visual Effects,Design & Art 's electronic mail service is a College facility that is intended for the use of teaching, research and administration in support of the College's mission. The College has set forth this policy to ensure the responsible and effective use of its electronic mail service.

## **2.0 Purpose**

That the College's electronic mail service is used in compliance with applicable policies and laws governing the institution as well as the Government of India and State of Maharashtra. The College also intends to prevent tarnishing our public image in the event that the general public views messages from P.A.Inamdar college of Visual Effects,Design & Art as an official policy statement.

## **3.0 Scope**

This policy covers appropriate use of any email sent from a P.A.Inamdar college of Visual Effects,Design & Art email address and applies to students, faculty, users, contractors, consultants, temporaries, and other workers at Veda College, including all personnel affiliated with authorized third parties.

## **4.0 Policy**

### **4.1 Email and Mailbox Limit Restrictions**

There are email and mailbox size limit restrictions on all College email. Storage limit for an entire mailbox is 50GB. When the email folder approaches the allotted size limit, warning notices will be sent from the System Administrator. Additionally the Message Size limit for Outlook desktop is 150MB and Outlook Web Application (OWA) is 112MB, file attachment(s) size in Outlook is 150MB and OWA is 25MB. A mailbox is permitted to send to 10,000 recipients per day with a 500 recipient limit on an individual message. If a distribution list is used then that entry counts as one recipient.

## **4.2 Prohibited Use**

P.A.Inamdar college of Visual Effects,Design & Art email system shall not to be used for the creation or distribution of any disruptive derogatory or potentially offensive messages, including but not limited to offensive comments about race, gender, disabilities, age, sexual orientation, sexually explicit, religious beliefs and practice, national origin or any other facet that can be deemed discriminatory. This statement is further supported in the College's Anti-Ragging Policy which can be found on the College's Website.

Activities which violate this policy include, but are not limited to: deliberately interfering with the mail system, flooding mailboxes with automatically generated mail, and attempting to gain access to another person's password, files or messages.

## **4.3 Mass Mailing /Spamming**

Sending chain letters or joke emails from a College email account is considered spam and it is prohibited. These restrictions also apply to the forwarding of email received by

a College employee. Virus or other malware warnings and mass mailings shall be approved by the College Principal before sending.

#### **4.4 Personal Use**

Using a reasonable amount of the College resources for personal emails is acceptable. However, The College email service may not be used for commercial business or political initiatives.

#### **4.5 Monitoring**

The Veda College employees shall have no expectation of privacy in anything they store, send or receive on the College's email system. The College reserves the right to monitor messages without prior notice. The College is not obliged to monitor email messages. As the provider of electronic mail, the College has the role of carrier and is not responsible for the content of email messages.

#### **4.6 Discontinuation of Email Service**

The Veda College management can discontinue the email service with or without a prior notice if the student is terminated, drop-out, passes or transferred from the college. Email services to the employee can also be discontinued in case of termination or resignation. Students and staff members are allowed and instructed to keep their data backup as the college will not notify them before deletion of the email accounts.

# **EMAIL RETENTION POLICY**

## **1.0 Purpose**

The Email Retention Policy is intended to help employees determine what information sent or received by email should be retained and for how long at the server level.

The information covered in these guidelines includes information that is either stored or shared via electronic mail. All employees should familiarize themselves with the email retention topic areas that follow this introduction.

Questions about the proper classification of a specific piece of information should be addressed to your network and system administrator. Questions about these guidelines should be addressed to the Head of Dept.

## **2.0 Scope**

Any email that contains information in the scope of the Document Retention Policy is to be treated in that manner and moved to another location (print or electronic) and then deleted from email. All Veda College email information is categorized into three main classifications with retention guidelines:

**Tape Backups Email Server – 1 month**

Messages in the deleted folder will be automatically deleted on the client side when Outlook is closed. Email messages stored in the deleted folder will be purged from the database on the server side prior to the nightly backup of the email database.

Messages in all other folders (inbox, sent, draft, etc.) will be retained until deleted by the user. Further classifications within the guidelines for employees consist of:

- Work-critical messages
- Non-work-critical messages

### **3.0 Policy**

#### **3.1 Tape Backups**

All data will be purged from backup media after 30 days. These backups are for system restoration and disaster recovery purposes, and are not designed to facilitate retrieval of deleted messages.

#### **3.2 Classification of individual email**

The recipient of emails is the legal custodian of her/his messages. It is his/her responsibility to retain work-critical information received in email for as long as the retention policy requires or as long as the message is needed – whichever is later. It is also her/his responsibility to delete non-work-related messages as soon as possible.

#### **3.3 Encrypted Email Communications**

Veda College encrypted communications should be used in a manner consistent with Veda College Acceptable Use policy, but in general, information should be stored in a decrypted format.

### **3.4 Litigation Holds**

When litigation is pending or threatened against Veda College or its employees, the law imposes a duty upon the College to preserve all documents and records that pertain to the issues. A litigation hold directive overrides this email policy, as well as any records retention schedules that may have otherwise called for the destruction of relevant documents, until the hold is cleared.

Email and accounts of employees (active or separated) that have been placed on litigation hold status must be maintained by Information

#### **Systems until the hold is released.**

No employee who has received a litigation hold directive may alter or delete an electronic record that falls within the scope of that hold. Those employees are required to provide access to or copies of any electronic records that they have downloaded and saved or moved to some other storage account or device.

### **4.0 Enforcement**

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

## **5.0 Revision History**

Created and applied from April 2014

Revised July 2016, Aug 2020