

<b>System Document</b>		<b>Kinyo Virginia, Inc.</b>		
<b>Automatically Forwarded Email Policy</b>			<b>Issue: ITP005</b>	
<b>Date: 05/05/2022</b>	<b>Approved: F. Koshiji</b>	<b>Issued By: I. T. Department</b>	<b>Revision: 001</b>	<b>Page: 1 of 1</b>

## 1. Purpose

To prevent the unauthorized or inadvertent disclosure of sensitive (KVI) company information.

## 2. Scope

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 Kinyo.

## 3. Policy

- Employees must exercise utmost caution when sending any email from inside Kinyo to an outside network. Unless approved by an employee's manager and the IT manager, Kinyo email will not be automatically forward to an external destination.
- Sensitive information, as defined in the Data Classification and Protection Policy, will not be forward via any means, unless that email is critical to business and is encrypt in accordance with the (ITP001), Acceptable Encryption Policy. Be advised that in accordance with the website and filtering policy, most other email sites will be blocked when connected to Kinyo networks.

## 4. Policy Compliance

### 4.1 Compliance Measurement

The I.T. team will verify compliance to this policy through various methods, including but not limit to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

### 4.2 Exceptions

Any exceptions to the policy must be approved by the I.T. team in advance.