

Roy Galang <galang\_roy@wheatoncollege.edu>

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to me

Hi Emily,

I understand that you asked a question about Wheaton's policies for monitoring of employee emails.

I'm pleased to tell you that our policy are straightforward and simple.

We do not monitor employee email accounts.

Our occasion to access an individual's email are constrained by the following:

LIS email service managers will not access individual email accounts or disclose the content of mail transmitted or stored via the College's email service unless:  
a court order or other compulsory legal process is invoked;  
an authorized individual (the President and Vice-Presidents of the College) formally requests access to an account (s) via a signed, written document;  
an account holder requests LIS staff, in writing, to access the holder's account;  
an account holder requests LIS staff in person to access the holder's account, presenting appropriate identification

Hope this helps in your case study,

Roy Galang

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Roy Galang

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