TO: Philip Carson

FROM: IT Staff

Subject: 052 – Corporate Email Security Policy

Email addresses are an easy way to identify an employee of this company. Therefore, people using the email addresses must maintain a certain standard of decorum.

People should be careful to not use their email for anything that could tarnish the company’s name, were it to be released to the public. For example, don’t email anything that could be construed as harassment or considered sordid.

From a security standpoint, you shouldn’t send anything proprietary or that could otherwise compromise corporate security. While it is unlikely that the emails will be intercepted, it’s always best to careful.

Finally, make sure your password complies with the earlier password security policy.

Sincerely,

The IT Staff