



MTRH COMMUNICATIONS POLICY (2018)

Purpose and Application of Policy:

This policy applies to all uses and users of Hospital provided email services, including faculty, staff, volunteers, contractors and guests who may be provided email services by the Hospital. The purpose of this policy is to describe the permitted and appropriate use of Hospital email in order to ensure compliance with relevant laws, regulations and policies, including those concerning the retention and protection of emails and attendant data.

Policy Statement:

The Hospital recognizes and has established email as an official means of communication. All faculty and staff are provided a Hospital email account which will be the official address to which the Hospital will send email communications.

Users are required to read, and shall be expected to have read in a timely manner, all official Hospital email messages sent to their Hospital email address. In addition, the Hospital provides email services to support activities associated with administrative functions and in support of its overall educational mission.

Hospital email services are provided solely for the purpose of conducting Hospital business. The use of Hospital email services is subject to the normal requirements of legal and ethical behavior within the Hospital, and any such use shall be subject to and in accordance with all other applicable Hospital policies.

Hospital email accounts and information sent via Hospital email services are the property of the Hospital. As a public institution, with limited exceptions, virtually all Hospital records, including email communications, are subject to laws governing public records. Because Hospital email accounts are Hospital property, the Hospital has the right to access such accounts and may access such accounts for legitimate business purposes. Individuals are prohibited from accessing the email accounts of other persons unless they are authorized to do so for Hospital business purposes.

In addition, records, including email, are subject to laws and regulations concerning retention of public documents and data. Email sent to an official Hospital email account must be delivered to such account. Direct email forwarding, where email is instead delivered to an alternate non-Hospital account, is prohibited.

Users of Hospital email services are responsible for safeguarding the privacy and security of information sent electronically in accordance with applicable laws and policies. Copying of email from Hospital accounts to non-Hospital accounts is discouraged but not prohibited. Any user who moves a copy of email sent to a Hospital email account to a non-Hospital email account expressly assumes personal responsibility for the security and privacy of that email and any information contained therein. Moving a Hospital email into a non-Hospital account may subject the non-Hospital account to review in response to a subpoena, an FOIA request or other legal process.



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Hospital email services shall not be used for personal, non-Hospital related purposes. It is understood, however, that incidental personal use of Hospital email services is permissible. Any such personal use is subject to institutional policies and standards. There is no right of privacy or ownership in a personal email or any information attached or contained in an email in a Hospital account. Use of Hospital email for a private business venture or for partisan political purposes is prohibited.