

**DIOCESE OF ALLENTOWN
E-MAIL POLICY**

The Diocese of Allentown has established a policy with regard to access and disclosure of electronic mail messages created, sent or received by diocesan employees using the diocesan electronic mail system.

The Diocese intends to honor the policies set forth below, but reserves the right to change them at any time:

1. The Diocese of Allentown maintains an electronic mail system. This system is provided by the Diocese to assist in its diocesan operations.
2. The electronic mail system is diocesan property. Additionally, all messages composed, sent, or received on the electronic mail system are and do remain the property of the Diocese. They are not the private property of any employee.
3. The use of the electronic mail system is reserved solely for diocesan operations. It may not be used for personal business.
4. The electronic mail system is not to be used to solicit for commercial ventures, political causes, outside organizations, or other non-job related activities.
5. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any that contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability. Among those that are considered disruptive are birthday wishes, jokes and any messages that are not critical to diocesan operations.
6. The electronic mail system shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
7. The Diocese reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received, or sent over the electronic mail system for any purposes. The contents of electronic mail properly obtained for legitimate business purposes, may be disclosed within the Diocese without the permission of the employee.
8. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the Diocese, if required.
9. Notwithstanding, the Diocese's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them, unless proxy rights have been granted.
10. Any employee who discovers a violation of this policy shall notify Nancy Toro, Director of Information Systems, at 610-871-5200 extension 239.
11. Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to corrective action up to and including immediate termination of employment.

Signature

Date