

Approval Date: February 25, 2013

Parent Policy: [IT Use and Management Policy](#)

Email Forwarding Restriction Procedure

Office of Administrative Responsibility:	Office of the Vice-Provost and Associate Vice-President (Information Technology)
Approver:	Provost and Vice-President (Academic) Vice-President (Finance & Administration)
Scope:	Compliance with this University procedure extends to all members of the University community.

Overview

The University has the responsibility to maintain **custody** and/or **control** of its information and records. This responsibility is mandated by legislation such as the **Freedom of Information and Protection of Privacy Act (the Act)** of Alberta. Upholding this responsibility enables the University to comply with and fulfill information access requests, investigations, business continuity, recovery/reconstruction, and other information management requirements and needs.

Automatic email forwarding to external third parties and providers prevents the University from maintaining custody and/or control of its information and records. Email forwarding places University information and records at risk as the controls, safeguards, and assurances required and in place with the University's standard email service are not present with other external third parties.

University information and records shall not be automatically email forwarded.

Purpose

The purpose of this procedure is to describe the mandate disallowing automatic email forwarding. University email that is automatically forwarded to an external personal/private account or third-party service, compromises the University's ability and duty to safeguard and manage its information.

PROCEDURE

RESPONSIBILITIES

Members of the University community are responsible for protecting University information and records.

Faculty and staff, and other stakeholders working with University information and records shall not configure their University email account settings to automatically forward to external third-party providers, which places information/records at risk and out of reach from the University's access and control.

Those who are only applicants, prospects, students, and alumni are not bound to this procedure mandate as their email communications do not typically involve University information and records.

Please see the University's Mobile Computing Security website for information on other recommended controls and best practices for safeguarding emails.

EXCEPTIONS

1. The only accepted exceptions to the email forwarding restriction are those cases assessed and approved by the Vice-Provost and Associate Vice-President (Information Technology) [VPIT].
2. Requests for exceptions to the University email forwarding restriction procedure will be submitted to the VPIT. The VPIT's office will work together with stakeholders (including the requesting unit and the Privacy, Security, and Legal offices) in considering such exception requests and will work towards an appropriate solution. Final decisions on requests for exceptions will be made by the Vice-Provost and Associate Vice-President (Information Technology).

NON-COMPLIANCE

Non-compliance with this procedure constitutes misconduct and may be handled under the applicable collective agreements, University policy or law.

DEFINITIONS

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲ Top\]](#)

Custody	Having custody of a record means having physical possession of it.
Control	Having control of a record means having the power or authority to manage, restrict, regulate, or administer the use or disclosure of the record
Freedom of Information and Protection of Privacy Act (the Act)	The Freedom of Information and Protection of Privacy Act, Statute of Alberta, Chapter F-25, as amended from time-to-time.
Automatic Email Forwarding	Configuring one's University email account (uAlberta Gmail) to automatically forward incoming emails to a non-sanctioned external third party.
Members of the University Community	University staff, faculty, students, and other stakeholders of a valid CCID.

FORMS

No Forms for this Procedure. [\[▲ Top\]](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [\[▲ Top\]](#)

[Access to Information and Protection of Privacy Policy](#) (UAPPOL)

[Code of Student Behaviour](#) (University of Alberta)

[Mobile Computing Security](#) (University of Alberta)