



<b>Policy Title</b>	<b>Effective Date</b>	<b>Policy Number</b>
Staff Electronic Communication (E-Mail) Policy	9/15/08	HR-030
<b>Responsible College Division/Department</b>	<b>Responsible College Manager Title</b>	
Human Resources	Chief of Human Resources & Staff Development	
<b>Policy Statement</b>		
<p>Official college correspondence will be sent to staff through email and because of this, official college email accounts are required for all LTC faculty, staff, and students. Staff should be aware that all LTC technical resources are owned by the college and are subject to monitoring, including email.</p> <p><b>The following types of information are protected and must be safeguarded by LTC employees:</b></p> <p><b>FERPA.</b> Under Family Educational Rights and Privacy Act (FERPA), education records can exist in any medium consequently; all use of email and text or chat must be consistent with the law.</p> <p><b>Personally Identifiable information (PII)</b> must be transmitted securely. LTC employees are not to send PII in unencrypted email or via unencrypted instant messaging (IM) or texts.</p> <p><b>Payment card Industry Data Security Standard (PCI DSS).</b> The insecure (unencrypted) transmission of cardholder data is prohibited. Credit card numbers and cardholder data may not be emailed or sent via any electronic messaging technologies such as instant messaging or chat.</p> <p><b>HIPPA &amp; Personal Health Information (PHI)</b> LTC employees are not to send PHI information through any electronic system whether it is email, text, or chat.</p>		
<b>Reason for Policy</b>		
<p>Email is one of the mechanism(s) for official communication within Lakeshore Technical College. Using college email accounts allows the staff member to communicate in a way that protects staffs rights and insures communicating with the appropriate audience.</p>		
<b>Cross References and Legal Review</b>		
<p><b>Review/Revised:</b> 12/18/08; 10/4/10; 1/22/13; 5/1/2017</p> <p>Computer Use Policy for College Employees Student Email Policy Student Records Confidentiality</p> <p><b>Legal Counsel Review and Approval:</b> N/A <b>Board Policy:</b> III.A. General Executive Constraint, III.B. People Treatment</p>		
<b>Definitions</b>		