RUTGERS

THE STATE UNIVERSITY OF NEW JERSEY

UNIVERSITY POLICY

Policy Name:	Email and Calendar Policy				
Section #:	70.1.6	Section Title:	Information Technology: Information Technology Policies	Formerly Book:	N/A
Approval Authority:	Executive Vice President – Chief Financial Officer and University Treasurer	Adopted:	12/13/2018	Reviewed:	03/31/2021
Responsible Executive:	Senior Vice President and Chief Information Officer	Revised:	03/31/2021		
Responsible Office:	Office of Information Technology (OIT)	Contact:	oit-policies@oit.rutgers.edu		

1. **Policy Statement**

   Having a common email and calendar system, including an email policy, for the entire University promotes collaboration and communications, improves business continuity, and allows for more effective handling and security of data. University Email and Calendaring systems and services supply email, calendaring, and many other collaborative tools in support of the University's mission of education, research, and public service, and to conduct the University's business. Access to and use of the University Email and Calendaring systems and services is a privilege accorded at the discretion of the University. Use of the University Email and Calendaring systems and services is subject to legal and policy restrictions that apply to all University property and the constraints necessary for the reliable operation of electronic communication systems and services.

2. **Reason for Policy**

   The Email and Calendar policy detailed below allows the University to meet federal, State and local, legal, regulatory, and statutory requirements. Therefore, both the community as a whole and each individual user have an obligation to abide by the measures and requirements established within this policy.

3. **Who Should Read This Policy**

   All members of the Rutgers University community.

4. **Resources**

   University Policy: Information Technology - Section 70

   University Policy 70.1.1: Acceptable Use Policy for Information Technology Resources

   University Policy 70.1.2: Information Classification

   University Policy: Clinical, Compliance, Ethics & Corporate Integrity - Section 100

   Email and Calendar website for Rutgers Connect

   Email and Calendar website for ScarletApps

5. **Definitions**

   University Business - The work performed as part of an employee's job responsibilities, daily work, and duties performed on behalf of the University by faculty, staff, student workers, guests, and other persons whose conduct, in the performance of work for the University, is under the direct control of the University, whether or not they are paid by the University. This includes any email, calendar events, files, or other electronic business data created, stored, processed, and/or transmitted that is related to work performed for the University.

   University Email and Calendaring Systems - There are two official and approved email and calendaring systems: Rutgers Connect for faculty and staff, and ScarletApps (including ScarletMail) for students.

6. **The Policy**

   All email and calendaring used to conduct University Business must be created, stored, processed, and transmitted via the approved procedures and using the official University Email and Calendaring systems. Forwarding or auto-forwarding of restricted electronic health information (e-PHI) to a non-Rutgers email service is a violation of University policy.

7. **Non-Compliance and Sanctions**

   Failure to comply with this policy may result in denial or removal of access privileges to the University's electronic systems, disciplinary action under applicable University policies and procedures, civil litigation, and/or civil or criminal prosecution under applicable State and federal statutes.