



The Milford Academy

General Data Protection Regulations (UK GDPR) Email Policy

Ratified at Governors 9th February 2023

M - Motivated

I - Independent

L - Learning

F - Forward Thinking

O - Outstanding

R - Respect

D - Determined



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Email Policy

1. Introduction

1.1 Email is an almost universal means of communication. It is often the primary communication and awareness raising tool within an organisation. Whilst email provides many benefits, the misuse of email poses security, privacy and legal risks. So it is important that users understand how to use it appropriately within the The Milford Academy environment.

2. Purpose

2.1 The purpose of this policy is to ensure the proper use of the The Milford Academy email system and make users aware of what school considers to be acceptable and unacceptable use. This policy outlines the minimum requirements for use of email within The Milford Academy network.

3. Scope

This policy covers appropriate use of any email sent from an The Milford Academy email address and applies to all employees, vendors and agents operating on behalf of The Milford Academy.

4. Policy

- All use of email must be consistent with The Milford Academy policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices. For details relating to encryption please visit; <https://schuk.sharepoint.com/sites/schoolsit/gdpr>
- The Milford Academy email accounts should be used primarily for school business-related purposes; personal communication is allowed on an occasional basis, but non-school related commercial uses are prohibited.
- All of The Milford Academy data contained within an email message or an attachment must be secured in accordance with the provisions for protecting personal data in line with GDPR 2017 and the Data Protection Act 2018.
- Email should be retained if it qualifies as a school business record, i.e. if there is a legitimate and ongoing business reason for maintaining the information contained in the email.
- The Milford Academy email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about age, gender, race, disability, sexual orientation, religious beliefs and/or practice, political beliefs or nationality. Employees who receive any emails containing this type of content from any Milford Academy employee should report the matter to the Head Teacher immediately.
- Users are prohibited from automatically forwarding The Milford Academy email to a third party email system (noted below). Individual messages which are forwarded by the user must not contain The Milford Academy confidential or the above information.
- Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail, etc. to conduct The Milford Academy business, to create or record any binding transactions or to store or retain email on behalf of school. Such communications and transactions should be conducted through proper channels using The Milford Academy approved documentation.

- Occasional use of The Milford Academy resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke related emails from The Milford Academy email account is prohibited.
- **The Milford Academy** employees shall expect only limited privacy in respect of anything they store, send or receive on the school email system.
- Whilst The Milford Academy reserves the right to monitor messages without prior notice, it is not obliged to monitor email messages.

5. Policy compliance

On an ad hoc basis The Milford Academy Head Teacher may authorise verification of compliance to this policy through various methods, including but not limited to periodic walkthroughs around the buildings, business tool reports, internal and external audits, staff surveys, etc.

6. Exceptions

Any exception to the policy must be recorded and approved and recorded by the Head Teacher in advance.

7. Non-compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

8. Related policies and processes

This Policy should be read in conjunction with the following:

- Data Protection Policy
- Data Incidents and Breaches Policy
- Freedom of Information Policy
- Acceptable Use Policy
- Remote Access and Mobile Computing Policy
- Subject Access Request Policy
- Mobile Computing Policy
- Safeguarding Policy and Guidance