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## **GBS Email Use Policy**

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<b>Document title</b>	GBS Email Use Policy
<b>Oversight Committee</b>	Executive Board
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<b>Related policies</b>
<p>GBS Data Protection Policy</p> <p>GBS Privacy Policy</p> <p>GBS Data Subject Access Request Policy</p> <p>GBS Access Control Policy</p> <p>GBS ICT Policy</p> <p>GBS Equality and Diversity Policy</p> <p>GBS Anti-Harassment and Anti-Bullying Policy</p>
<b>External Reference</b>

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## **Global Banking School Email Use Policy**

### **1. Purpose**

1.1 The purpose of this Email Use Policy is to detail the acceptable use of Global Banking School (GBS) email and related services, systems, and facilities. This policy sets out what is acceptable and unacceptable use of the GBS email system. It informs staff about the management of the email system; the expectations privacy users should have and helps users and GBS avoid legal risks which can arise as a result of using email and other types of electronic messaging. Email services are provided by GBS to support its primary role of education and evidence-based teaching and associated functions related to these roles.

### **2. Scope**

2.1 This policy applies to all GBS staff, students and other authorised users who are provided with @globalbanking.ac.uk domain email address or provided with access to other electronic messaging facilities provided by GBS. This policy applies to the use, for the purpose of sending or receiving email messages and attachments, of any IT facilities, including hardware, software, and networks, provided by GBS.

### **3. Legislation on Personal Data**

3.1 All users shall comply with the Data Protection Act 2018 and The UK General Data Protection Regulation as both cover personal data that can identify a living individual. Emails should, where possible be avoided when transmitting personal data about a third party. Under this legislation, any email containing personal information about an individual may be liable to disclosure to that individual under the Data Protection Act





## 6. Email Etiquette

6.1 The following is offered as guidance of best practice with respect to good etiquette when using the GBS email system:

Think about what you are writing in your email. Re-read before sending and if in doubt save and leave for a time and come back to it.

Be polite and considerate at all times.

Avoid using capital letters to emphasise a point it may be perceived as the

Be



Ensure you use the subject line in every email. Subjects should be brief and meaningful to enable recipients to determine the content of the email and decide if it is something which needs prioritising without necessarily having to read it.

Your email signature that should be used can be found in Annex 1. No other form of email signatures should be used.

Write well-structured emails, keeping them brief, where possible.

Use the spelling and grammar-check



Consider whethe







## 11. Breach

11.1 Any breaches of GBS Email Use Policy will be handled under GBS disciplinary procedures applicable to the relevant persons or departments. In addition, breach could lead to:

Suspension, blocking or restricted access to information and GBS resources when it reasonably appears necessary to do so to protect the integrity, security, or functionality of GBS resources or to protect GBS from liability.

Disciplinary action up to and including separation from GBS.

A department being held financially responsible for the costs incurred as a result of a data breach, loss, or illegal disclosure.

## 12. Monitoring and Review

12.1 This policy may be amended by GBS at any time and will be reviewed annually to ensure it is fit for purpose. Any issues related to the monitoring and review of this policy,

please contact [sgo@globalbanking.ac.uk](mailto:sgo@globalbanking.ac.uk).

## 13. Data Protection and Confidentiality

13.1 GBS

[Information Commissioners](#)

[website](#). GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed



## Annex 1- Email Signature

**YOUR NAME**

YOUR JOB TITLE

YOUR GBS | DEPARTMENT

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## Annex 2- Legislation

**COPYRIGHT >>>** Email messages and attachments are subject to copyright laws, including



### **Annex 3- Example of Out of Office reply**

**Example 1- Acceptable as alternative contact provided:**

**Example 2- Unacceptable as no alternative contact provided**