Email risk policy

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What is it?

- E-policy is a corporate statement and set of rules to protect the organization from casual or intentional abuse that could result in the release of sensitive information, IT system failures or litigation against the organization by employees or other parties. Why is it needed?Easy for employees to send out confidential or copyrighted documents.Emailed material can lead to other employee action (e.g. jokes and attachments leading to sexual harassment charges).

Why is that needed?

- ► It's an essential tool that, in many cases, has displaced phones, "snail mail" and faxes as the primary means of communicatio

- ► The ubiquity and standardization of email has also made it one of the most exploited applications: It's a perfect vehicle for propagating viruses, spam, directory harvesting attacks, spyware and phishing scams. And, email has become the digital archive of corporate America, retaining (or capturing) evidence for regulatory compliance, contractual obligations and civil and criminal proceedings.

Points ,which should be clear for employees

- ► Acceptable Use
- ► Prohibited Use
- ► Personal Use
- ► Monitoring Enforcement

Thank You