

Effective Date: 8/14/2017; 6/28/2005

Revised Date: 9/11/2017

Review Date: 9/11/2017

North Sound Behavioral Health Organization
Section 4000 – Information Systems: Automatically Forwarded Email

Authorizing Source: North Sound BHO

Cancels:

See Also:

Responsible Staff: IS Specialist

Approved by: Executive Director

Signature:

Date: 10/3/2017

POLICY #4004.00

SUBJECT: AUTOMATICALLY FORWARDED EMAIL

POLICY

North Sound Behavioral Health Organization (North Sound BHO) employees must exercise utmost caution when sending any email messages from the internal North Sound BHO network to an outside network. To prevent inadvertent transmission of sensitive information, users shall not configure their email client to automatically forward email messages. Any email that contains sensitive information and must be sent from the internal North Sound BHO network to an outside network shall be encrypted.

Enforcement

All managers are responsible for enforcing this policy. Employees who violate this policy are subject to discipline up to and including termination from employment in accordance with North Sound BHO's Employee Conduct and Discipline Policy 3502.00.

ATTACHMENTS

None