General Data Protection Regulations (GDPR)
Email Policy
Summer 2025

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Contents

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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 school environment.

2. Purpose

2.1 The purpose of this policy is to ensure the proper use of the school 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 school network.

3. Scope

This policy covers appropriate use of any email sent from a school email address and applies to all employees, vendors and agents operating on behalf of the school.

4. Policy

- All use of email must be consistent with school 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
- School email accounts should be used primarily for school business-related purposes; personal communication is allowed on an occasional basis, but non-work related commercial uses are prohibited.
- All school 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 school 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 school employee should report the matter to the Head Teacher immediately.
- Users are prohibited from automatically forwarding school email to a third party email system (noted below). Individual messages which are forwarded by the user must not contain school 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 school 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 school approved documentation.
- Occasional use of school 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 a school email account is prohibited.
- School employees shall expect only limited privacy in respect of anything they store, send or receive on the school email system.

- Whilst school 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 school's Head Teachers 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