

Effective Date: 6/28/2005  
Revised Date:  
Review Date:

**North Sound Mental Health Administration**  
Section 4000 – Information Systems: Automatically Forwarded Email

Authorizing Source:  
Cancels:  
See Also:  
Responsible Staff: IS Specialist

Approved by: Executive Director  
Motion #:

Date: 6/28/2005

**POLICY #4004.00**

**SUBJECT: AUTOMATICALLY FORWARDED EMAIL**

**POLICY**

NSMHA employees must exercise utmost caution when sending any email messages from the internal NSMHA 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 NSMHA 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 NSMHA's Employee Conduct and Discipline policy.

**ATTACHMENTS**

None