

# ADMINISTRATIVE POLICY

|  |                                   |                                      |
|--|-----------------------------------|--------------------------------------|
| Subject:<br><b>Email Forwarding Policy</b>               | Page<br><b>1</b>                  | Policy #<br>Version: 1.1             |
| Title:<br><b>Forwarding and Auto-Forwarding of Email</b> | Revision of:<br><b>12/01/2015</b> | Effective Date:<br><b>10/01/2015</b> |
|  |                                   | Removal Date:                        |

## I. **PURPOSE:**

The purpose of this policy is to prevent the unintended public disclosure of protected health information (PHI), personally identifiable information (PII), proprietary research information and other sensitive administrative information sent, forwarded, or auto-forwarded via email systems.

## II. **POLICY STATEMENT:**

Email message and attachments can be forwarded and/or auto-forwarded only within approved Northwestern-affiliated email systems (see Definitions below).

## III. **PROCEDURE STATEMENT:**

If you are currently forwarding or auto-forwarding email messages and attachments only from and/or among the Northwestern-affiliated email systems, then you are in compliance with this policy and no further action is necessary.

If you are currently forwarding or auto-forwarding email messages and attachments to public email systems such as, but not limited to, gmail.com, yahoo.com, or hotmail.com, then you need to transition this type of forwarding to an approved Northwestern-affiliated email system.

The use of public email systems are not approved for any research purpose at Northwestern University, Feinberg School of Medicine.

Please note email systems fsm.northwestern.edu, u.northwestern.edu and md.northwestern.edu are Google/gmail.com public email systems and are not part of approved Northwestern-affiliated email systems for the exchange of research data and other sensitive information.

## IV. **DEFINITIONS:**

Approved Northwestern-affiliated email systems:

|                       |                          |
|-----------------------|--------------------------|
| northwestern.edu      | northwesternmedicine.org |
| cadencehealth.org     | ric.org                  |
| cdh.org               |                          |
| childrensmemorial.org |                          |
| lfh.org               |                          |
| livingwellcrc.org     |                          |
| luriechildrens.org    |                          |
| nm.org                |                          |
| nmff.org              |                          |
| nmh.org               |                          |

**V. PERSONS EFFECTED:**

All Feinberg faculty, staff, students and trainees using northwestern.edu email addresses.

**VI. POLICY UPDATE SCHEDULE:**

No less than every five (5) years, but more frequent updates may be conducted as required.

**VII. REVISION HISTORY:**

10/01/2015 - New policy effective.

12/01/2015 - Updated list of Northwestern-affiliated email systems.

**VIII. RELEVANT REFERENCES:**

Feinberg Information Technology E-mail Accounts:

<http://www.feinberg.northwestern.edu/it/services/student/email.html>

Feinberg Information Technology Standards & Policies:

<http://www.feinberg.northwestern.edu/it/standards-policies/index.html>

@u.northwestern.edu Overview (includes @fsm.northwestern.edu)

<http://www.it.northwestern.edu/stucollab/>

NUIT Policies, Guidelines, and Practices: <http://www.it.northwestern.edu/policies>

NUIT Data Access: <http://www.it.northwestern.edu/policies/dataaccess.html>

NUIT Use of Computers, Systems, and Networks:

<http://www.it.northwestern.edu/policies/csn-use.html>

NUIT Guidelines for Security and Confidentiality of Data Files:

<http://www.it.northwestern.edu/policies/uccpolicy.html>