

# ADMINISTRATIVE POLICY

Subject: <b>Information Security</b>	Page: 1 of 1	Policy # Version: <b>2.0</b>
Title: <b>FSM Forwarding and Auto-Forwarding of Email</b>	Revision of: <b>Version 1.2</b> <b>10/1/2015</b>	Effective Date: <b>4/29/2024</b>
		Removal Date:

## I. PURPOSE

This policy is designed to prevent the accidental disclosure via email systems of protected health information (PHI), personally identifiable information (PII), proprietary research information and sensitive administrative details, whether these are sent, forwarded, or auto-forwarded.

## II. POLICY STATEMENT

Email messages and attachments may only be forwarded or auto-forwarded within approved Northwestern-affiliated email systems under the Northwestern University [Electronic Communications Standard](#) (EC Standard).

## III. PERSONS AFFECTED

All FSM faculty (including adjunct, emeritus, and visiting scholar), staff, students, residents, and fellows.

## IV. REVISION HISTORY

04/29/2024 – Revised policy statement to reference the EC Standard.  
05/02/2017 – Updated list of Northwestern-affiliated email systems.  
12/01/2015 – Updated list of Northwestern-affiliated email systems.  
10/01/2015 – New policy effective.

## V. RELEVANT REFERENCES

*Feinberg Information Technology Standards & Policies*  
<http://www.feinberg.northwestern.edu/it/standards-policies/index.html>

*Northwestern University Electronic Communications Standard*  
<https://www.it.northwestern.edu/about/policies/electronic-communications.html>

*Northwestern University Appropriate Use of Electronic Resources*  
<https://policies.northwestern.edu/docs/appropriate-use-policy-final.pdf>

## XI. CONTACT INFORMATION

Please address all questions and requests for IT resources (e.g., storage and storage estimates, backup storage, archiving storage, granting access to data) to [fsmhelp@northwestern.edu](mailto:fsmhelp@northwestern.edu).

Please address all questions, request for clarification, and all other forms of assistance regarding this policy to [fsm-it-policy@northwestern.edu](mailto:fsm-it-policy@northwestern.edu).