

E-Mail Usage Policy

Sreenidhi shall offer e-mail services using the domain **@suh.edu.in** to its stakeholders either using its own resources or by availing services from other e-mail Service Providers depending upon the requirement, security and availability of resources.

Any employee (other than outsourced daily wages personnel), students, scholars, long term visiting faculty, others as deemed fit by the Administration from time to time may get Sreenidhi email account created for official use.

E-mail IDs will be created using the following format:

Staff

- ❖ {FirstName}.{First letter of Initial}@sreenidhi.edu.in. For example, for a staff member named Halavath Surya, the email ID will be surya.h@sreenidhi.edu.in and their department will be displayed in the email ID display name e.g. Surya H (CSE).
- ❖ For staff members in key positions, where past mail correspondence is required, or for admin staff, designation-based email IDs will be created (e.g. Principal, Director, Accounts Manager, Manager Facilities, etc).
- ❖ The email IDs of departing Sreenidhi staff will be suspended on their last working day. The email IDs will be kept for 90 days and then they will be permanently deleted.

❖ Student

- ❖ RollNumber@cse.sreenidhi.edu.in. The display name will include the student's roll number, name, and section. For example, 23311A1101 (A) Ramesh will be displayed.
- ❖ The email addresses of students who passed out in the last two years will be kept for placement purposes only for two years and then they will be permanently deleted.
- ❖ E-Mail groups created and the ownership will be given to the group owners who are responsible for the addition and deletion of the group members.

While we respect the privacy of employees, IT department under management guidance had deserved the right to review, audit, intercept, access and disclose communications created sent received or stored using E-mail system, with or without prior notice for the following purposes, but not limited to

- ✚ Preventing unauthorized access and system misuse
- ✚ Security incident investigation for violation of security policies
- ✚ Compliance with legal and regulatory requirements
- ✚ Any other special purpose that Sreenidhi may deem fit.

Data Retention

❖ Information Held

- ❖ These documents are updated at least once a year as will testify the revision history.
The owner of these documents is the Chief Technology Officer

❖ Information Collected

- ❖ Sreenidhi may collect, store and use the following kinds of personal data
- ❖ Information about your computer/Mobile and about your visits to and use of our services including our website and end-user facing technology.
- ❖ Information relating to any transactions carried out for us to fulfil requests in association with our defined scope of work.
- ❖ Information that you provide to us to register your personal profile and for access to our technology.
- ❖ Any other information that you choose to send to us which is pertinent to the scope of work.

Enforcement

Any Staff/student found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

- ✚ The email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin
- ✚ Users who receive any emails with this content from any college employee should report the matter to their supervisor immediately
- ✚ Using a reasonable amount of college 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 emails from college email account is prohibited

- ✚ Virus or other malware warnings and mass mailings from the college users shall be approved by the competent authority
- ✚ These restrictions also apply to the forwarding of mail received by an user to others
- ✚ Users can use their favourite email client–Thunderbird, Outlook, Outlook Express, Apple mail, etc.
- ✚ It is advisable not to use this email system for personal/private correspondences as the college may monitor messages without prior notice
- ✚ The college is not obliged to monitor email messages.
- ✚ Any user found to have violated this policy may be subject to disciplinary action as per the relevant IT Act or Cyber Laws of Govt. of India