

SUNY DOWNSTATE MEDICAL CENTER

UNIVERSITY HOSPITAL OF BROOKLYN POLICY AND PROCEDURE

No. HIS-05

Subject: ELECTRONIC MAIL

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I. PURPOSE

The e-mail system exists to facilitate communications on all hospital related matters. Users are permitted to access the e-mail system which will assist them in the performance of their tasks. Incidental personal and lawful non-commercial use is also permitted. However, all e-mails created, sent, received, or stored within the e-mail system will be treated as business messages. Accordingly, all users shall have **no expectation of privacy*** in any e-mail message created, sent, received, or stored on the system.

II. POLICY

The computer system is the property of the University Hospital of Brooklyn and may only be used of approved purposes. Users are permitted to access the e-mail system to assist in the performance of their daily tasks. Incidental personal and lawful non-commercial use is also permitted when the use does not: 1) interfere with the user's performance of his/her duties; 2) have an undue impact on the operation of the computer system, 3) with another user's performance or 4) interfere with the professional environment of UHB.

III. DEFINITION

Computer System refers to the hospital-wide network. Computer System includes, but is not limited to host computers, file servers, application servers, communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications network that may be accessed directly or indirectly from our computer network.

Electronic mail: (e-mail) refers to all electronic messages sent or received on the (SUNY Downstate Medical Center, University Hospital of Brooklyn) **Lotus Notes** computer system.

Users: Refers to all employees, independent contractors, consultants, temporary workers, and other persons or entities who utilize the hospital's computer system.

IV. RESPONSIBILITIES

The policy applies to all departments and services that desire to have access to the hospital-wide network.

V. GUIDELINES/PROCEDURE

The University Hospital of Brooklyn's electronic mail policy (e-mail policy) describes the institution's rules regarding access to, review and disclosure of e-mail drafts and messages sent or received by users employing the University Hospital of Brooklyn **Lotus Notes** system. **Users should not have any expectation of privacy in anything they create, send receive, or store on SUNY-HCSB /UHB'S computer system.**

UHB reserves the right to restrict access to certain Internet sites that, in its sole discretion, it may deem unsuitable for business purposes. The Internet provides access to many sites that charge a subscription or usage fee to access for use of information on the site. Not fee may be incurred on behalf of UHB without prior authorization from the user department head or his/her designee.

NO EXPECTATION OF PRIVACY

Messages that are created, sent or received using the UHB **Lotus Notes System** are the property of UHB. The hospital reserves the right to access and monitor all messages and files on the system. A user's password, any method of encryption, or a user's capacity to delete or purge files or messages, whether authorized by the UHB or not, shall not be understood to give a user any expectation of privacy in any e-mail message.

VI. ATTACHMENTS

None

VII. REFERENCES

Joint Commission Standards

ELECTRONIC MAIL

Date Reviewed	Revision Required (Circle One)		Responsible Staff Name and Title
10/01	Yes	No	Michael Burns, Associate Administrator
12/04	Yes	No	Michael Burns, Associate Administrator
02/07	Yes	No	Michael Burns, Associate Administrator
10/09	Yes	No	Michael Burns, Associate Administrator/ Clinical Information Systems
04/11	Yes	No	Michael Burns, Associate Administrator/ Clinical Information Systems