

Appropriate Use of E-mail

Trinity e-mail is provided to facilitate the exchange of College-related information. We strongly recommend that e-mail not be used for the communication of confidential or highly sensitive information. E-mail is now considered a formal written record that carries the same legal weight as a formal memorandum and is legally discoverable if subpoenaed by a court order. When a private message needs to be conveyed between two individuals, an oral conversation is the best approach. If it is essential to send information of a confidential nature, it's best to send the information as an attachment that has been password-protected. Give the document password to the recipient by phone or in person – not via e-mail.

Users of e-mail should not have any expectation of personal privacy with regard to their email communications. Users should remember that e-mail messages become the possession of the receiver and can be easily duplicated and redistributed by recipients. Messages that need not be preserved should be deleted immediately. Although it is not normal practice, Trinity maintains the right to access, disclose and/or delete any messages left on or transmitted over the system.

College policy prohibits certain types of e-mail. These include mail that may be perceived as harassment, political campaigning, chain mail or commercial solicitation. Violators may be subject to disciplinary action as determined by existing and appropriate governing bodies. Certain types of e-mail, including but not limited to harassing e-mail, may also subject the sender to civil or criminal penalties.