

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 13

DATE:  
Nov. 18, 2008

**RECOMMENDATION**

**ELECTRONIC PRIVACY POLICY REVISION**

**ACTION REQUESTED**

It is recommended that the Board of Regents approve the attached revision of the University's Electronic Privacy Policy – Chapter 15.1.

**STAFF SUMMARY**

The University's Information Technology Department recently implemented a new University e-mail system – EagleMail. In conjunction with implementing this new system, over the past several months the Department has been updating Information Technology related policies and procedures. The Department and the Office of Legal Affairs have reviewed and are recommending a revision of the University's Electronic Privacy Policy. The revision confirms the obligations of the University to maintain the integrity, continuity and security of its electronic information and communication infrastructure as well as the data contained or transmitted. The revised policy also clarifies the circumstances pursuant to which the University will monitor electronic communications (e.g. to maintain the security of the system, to ensure legal compliance, to prevent substantial personal injury or property damage). Upon Board approval of the revised policy, the Department plans to administratively implement a revised University Acceptable Use Policy that will be consistent with the revised Electronic Privacy Policy.

**FISCAL IMPLICATIONS**


None.

**ADMINISTRATION RECOMMENDATION**

The proposed action has been reviewed and is recommended for Board approval.

Kenneth McKanders  
University Executive Officer

November 7, 2008  
Date

		 <h1>Policies, Rules And Regulations</h1>	
Effective Date	Date of Revision		
3-15-05			
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		Issue	
		ELECTRONIC <u>COMMUNICATIONS</u>	

Deleted: PRIVACY

## UNIVERSITY POLICY STATEMENT

The University must maintain the integrity, continuity and security of its electronic information and communication infrastructure as well as the data contained or transmitted by this infrastructure. This is for the benefit of all persons depending upon the continuous availability, security and integrity of the University electronic infrastructure and data.

Deleted: All users of University information technology resources as defined in Chapter 15.2 of the policies of the Board of Regents have a right to know the extent and limitations of personal privacy resulting from the authorized use of information and technology resources at Eastern Michigan University.

A communications device, telephone, computer, workstation or other computing or electronic device owned by the University, and any other device attached to the University networks, holding University data, or used in conducting University business, is subject to scanning, monitoring and searching by the University:

- to maintain the security of the infrastructure and data, or
- when required by law, or
- to ensure legal compliance, or
- when reasonable grounds exist to believe an individual has caused a violation of law or published University policies, rules, regulations, procedures and information concerning the violation is transmitted or stored by the University information infrastructure or on an attached device, a device holding University data, or a device used for conducting University business, or
- when reasonable grounds exist to believe it is necessary to prevent substantial personal injury or property damage, or
- for billing purposes.

Deleted: ¶  
The University will otherwise accommodate reasonable personal privacy expectations for the lawful electronic activities and lawful electronic records or files of authorized users of University information technology resources, subject to this policy, the law and the requirements and needs of maintaining the integrity, continuity and security of that infrastructure, and within the reasonable limits of the related technologies.

The University ordinarily does not monitor electronic communications of individuals during transmission or storage on University information infrastructure and will do so only for the reasons stated in this policy or other published University policies, rules, regulations and procedures not in conflict with this policy. No one shall monitor any communications, files or electronic activities of another for any reason not authorized herein. Violations of this policy and the lawful regulations procedures established under the authority of this policy may result in appropriate disciplinary actions, as well as civil or criminal liability.

Deleted: incur

## UNIVERSITY PRACTICE

University procedures and regulations are and shall be established which govern acceptable uses and maintain the integrity, continuity and security of University information technology resources and institutional data.

Deleted: practices are established which define the reasonable expectations of personal privacy, the extent of such expectations, and the limits to those expectations, for all authorized users of University information and technology resources, with due regard to the allowances and requirements of law and the security of the University information infrastructure and all its components

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#### **RESPONSIBILITY FOR IMPLEMENTATION**

The Chief Information Officer shall create regulations and procedures, with the advice of Legal Affairs, to cause the implementation of this policy.

#### **SCOPE OF POLICY COVERAGE**

This policy shall cover all persons or entities accessing University information and technology resources.

<b>Authority for Creation or Revision</b>
Minutes of the Board of Regents: March 15, 2005, para. .6412M.