



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
6.104	Use of Electronic Mail (e-mail) by County Employees	07/13/04

PURPOSE

To ensure that all County e-mail communications are used in accordance with applicable laws and County Use of Information Technology Policies. This policy also requires that electronic mail systems be secured to prevent unauthorized access, to prevent unintended loss or malicious destruction of data, and to provide for their integrity and availability.

REFERENCE

Board of Supervisors Policy - Information Technology and Security Policy
Health Insurance Portability and Accountability Act (HIPAA) of 1996.

POLICY

E-mail is provided as a County resource for conducting County business.

Access to County e-mail services is a privilege that may be wholly or partially restricted without prior notice or without consent of the user.

All e-mail messages are the property of the County and subject to review by authorized County personnel. Staff cannot expect a right to privacy when using the County e-mail system.

All County e-mail is subject to audit and periodic unannounced review by authorized individuals as directed by County management. The County reserves the right to access and view all electronic mail messages for any business purpose.

Monitoring/investigating employee access to County I/T resources (i.e., e-mail, Internet or employee generated data files) must be approved by

department management. If evidence of abuse is identified, notice must be provided to the Auditor-Controller's Office of County Investigations.

County departments shall take appropriate steps to protect all e-mail servers from various types of security threats.

Internet based e-mail services shall not be accessed using County information technology resources except for County purposes.

E-mail retention must comply with legal requirements, but must be minimized to conserve information technology resources and prevent risk of unauthorized disclosure.

Encryption of e-mail may be appropriate or required in some instances to secure the contents of an e-mail message.

Compliance

Employees who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as civil and criminal penalties. Non-employees including contractors may be subject to termination of contractual agreements, denial of access and/or penalties both criminal and civil.