

REG 08.00.07  
Alumni Email Regulation

**Authority:** Vice Chancellor for Finance and Administration

**History:**

First issued: February 15<sup>th</sup>, 2022

**Related Policies:**

- [UNC Pembroke POL 08.00.05 – Acceptable Use Policy](#)

**Additional References:**

- [North Carolina General Statute §132-1 – Public Records](#)

**Contact Information:** Associate Vice Chancellor for Technology Resources and CIO,  
(910.775.4888)

## 1. PURPOSE

1.1 University of North Carolina at Pembroke (hereinafter “University”) electronic mail (hereinafter “Email”) accounts are provided and supported by the State of North Carolina to further the missions of the University.

1.2 The purpose of this Policy is to ensure the appropriate use of the University’s Email System by its alumni. Use of the University’s Email system evidences the user’s agreement to be bound by this Policy

## 2. SCOPE

Department of Information Technology’s (DoIT) maintenance of University Email accounts for UNCP students who elect to continue using their student email accounts upon graduation.

## 3. USER RESPONSIBILITIES

### 3.1 General Responsibility

All email will be consistently maintained with other university policies including UNCP’s Acceptable Use Policy (POL 08.00.05) and applicable local, state and federal laws.

### 3.2 Public Records Laws

University email is subject to [North Carolina General Statute §132-1](#) regarding public records. Also, even though the sender and recipient may have discarded their copies of an electronic mail record, there may be backup copies of such electronic mail that can be retrieved on university systems or any other electronic systems through which the mail has traveled.

### 3.3 Periodic Activity Assessment

DoIT will periodically check to see if email addresses are being used and will close inactive accounts. Alumni are responsible for the consequences of not reading university-related communications sent to their university email account.

### 3.4 Email Security

The security of the University's Email System is a shared responsibility, and users must take precautions to prevent the unauthorized use of their Email accounts. Such precautions should include regularly changing passwords and securing passwords in a safe place, checking with the purported sender before opening a suspicious message or attachment, and declining to share, transfer or otherwise permit third parties to have access to Alumni account credentials.

### 3.5 Sensitive Data

In general, Email is not appropriate for transmitting sensitive or confidential information unless an appropriate level of security matches its use for such purposes. Users must abide by data handling procedures defined in UNCP's Information Classification and Management Policy (POL 08.00.04) when utilizing Email to transmit sensitive data.

## **4. PERSONAL USE**

A University Email account may be used for incidental personal purposes provided such use does not violate other University policies, interfere with University IT operations, including Email services, generate a direct cost for the University or impact University employment or other obligations to the University. Additionally, the personal use cannot involve the following:

4.1 Purposeful sending or soliciting of chain letters or sending unsolicited bulk mail messages (e.g., "junk mail" or "spam"), or otherwise overloading the University's Email System or negatively interfering with system performance.

4.2 Uses that result in commercial gain or personal profit for yourself or others, except as allowed under University intellectual property policies and the external activities for pay policy. However, in no case may the University's Email System be used for solicitation of any external activity for pay without the appropriate approval.

4.3 Stating or implying University sponsorship or endorsement of the Email's message.

## **5. PRIVACY OF EMAIL**

UNCP reserves the right to examine email and share it with other parties when required to do so by federal or state law, or in the investigation of violation of university policy, or whenever necessary to identify and resolve technical issues. UNCP also reserves the right to examine email for content consisting of malicious software or related files and to sanitize, delete, block or refuse delivery of messages containing such content. UNCP also reserves the right to examine email to gather statistics related to performance, workload and security. UNCP may examine email in other situations upon the approval of the chancellor or his designee.

## **6. RANGE OF DISCIPLINARY SANCTIONS**

6.1 Violations of UNCP Policies may result in restriction of access to the University Email system and/or other appropriate disciplinary action.

6.2 UNCP may suspend access privileges immediately and without prior notice, if necessary, to preserve the safety or integrity of UNCP's network or to prevent or investigate violation of applicable federal, state or local law or UNCP policy.