

# 133 EMAIL MANAGEMENT

## Belief

The Maskwacis Education Schools Commission (MESC) follows cultural and traditional teachings of the Maskwacis Cree, in particular Wahkohtowin. Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

The Commission considers email an important means of communication and recognizes that email messages may contain information about business activities. The use of an employee's MESC email account for personal communication is not permitted.

## Guidelines

1. Emails are subject to legislation such as the Personal Information Protection Act and are subject to be used as evidence during litigation.
2. Employees using the Commission's electronic communication system shall comply with the Commission's procedures as communicated with staff.
3. Employees using the Commission's electronic communication system must use good judgment in writing messages and in forwarding messages and attachments.
4. Employees who originate an email message must identify, capture and securely store email messages and the associated attachments. These conditions also apply, in some cases, when employees are the recipient of an email message.
5. Email messages meeting the criteria for official records will be treated as such, conforming in the same manner as hardcopy and electronic records.
6. Email messages deemed as transitory records shall be disposed of promptly from the email system.
7. Email account security is the responsibility of each employee.

Reference:

Personal Information Protection Act

[Administrative Procedure 130](#) Responsible Use of Technology

[Administrative Procedure 131](#) Records Management

[Administrative Procedure 132](#) Official/Transitory/Inactive Records Management