

St. Aloysius Primary Federation



Email Policy

Date:	1 April 2019
Review Date:	1 April 2022
Adopted:	

Retention of Emails

All Emails will be kept by the school no longer than is necessary for the purpose of which the personal data are processed.

Emails will be deleted by the school 12 months after they have been received or sent. However, certain Emails may be kept for longer periods (including indefinitely, if this is in the best interest of the school). Each deletion period will occur at the beginning of each month.

If requested the school will be able to provide justification for any Emails stored after the above time period.

BCC (blind carbon copy)

If any Emails are sent by the school to more than one individual, then the school will use BCC. This ensures that the names of the recipients are kept private and no one within that Email will receive the email addresses of anyone else.

Confidential and sensitive information

No Emails containing confidential or sensitive information will be sent by the school unless this is by a secure manner. This will include items such as children's names and any data that is subject to Special Category protection under GDPR.

Confidential and sensitive information excluding the above list would be determined by the school.

Marketing

Marketing emails will not be sent by the school to any party who has not opted-in to receive such Emails.

The School email services are provided by **Google Mail**.