



COLLEGE POLICY

POLICY NUMBER: **2403**

DATE APPROVED: **July 2014**

POLICY TYPE: Administration

POLICY TITLE: Mass Email Policy

RESPONSIBLE ASSOC. /VICE PRESIDENT: Office of Executive Vice President for Finance & Administration and Office of Chief Information Officer

POLICY PURPOSE:

Madison College (MC) strives to protect employees from unsolicited spam email

POLICY:

College employees may not send spam email messages from or to college email accounts. Spam is defined as any unsolicited electronic communications sent by an individual or group email account to a mass and undefined group of recipients without using the MC mass email vetting process.

The mass email policy and vetting process is in support of college wide goals to improve internal communications practices.

DEFINITIONS:

N/A

LINKS TO STATE/FEDERAL REGULATIONS:

N/A