

## **OPG Email Policy**

OPG employees will utilize Colorado OPG Microsoft 365 Outlook email account addresses for OPG work related matters.

The OPG Commission will utilize Colorado OPG Microsoft 365 Outlook email account addresses for OPG Commission related matters.

When a new employee is hired, the Staff Assistant will notify the IT Administrator. The IT Administrator will assign and set up a secure Microsoft 365 Outlook email account address for the employee. The Staff Assistant will immediately notify the IT Administrator when an employee is no longer no longer employed by the OPG. The email account will be immediately inactivated by the IT Administrator.

When a new Commissioner is appointed, the Staff Assistant will notify the IT Administrator. The IT Administrator will assign and set up a secure Microsoft 365 Outlook email account address for the Commissioner. The Staff Assistant will immediately notify the IT Administrator when a Commissioner is no longer no longer on the Commission. The email account will be immediately inactivated by the IT Administrator.

## **Inappropriate use of COPG email**

Our employees and Commission represent COPG whenever they use their corporate email address. They must not:

- Sign up for illegal, unreliable, disreputable or suspect websites and services.
- Send unauthorized marketing content or solicitation emails.
- Send insulting or discriminatory messages and content.
- Intentionally spam other people's emails, including their coworkers.

## **Email security**

- Email passwords should not be shared. If a password is shared because it is determined to be temporarily necessary, then the password should be changed as soon as possible.
- Managers should not ask employees for email passwords.
- Multi-factor authentication should be enabled for each user's email
- Email should not be forwarded to an external email address, except for a one-time purpose.

### **Email access in case of leave of absence or other review**

If email in an employee's or Commissioner's account needs to be reviewed, then an official request from the Director should be opened with the IT Administrator. If the Director's account needs to be reviewed the Commission Chair needs to make the request.

- IT ensures the request is documented then access is given.
- A timeframe of access should be given to IT for the amount of time needed for access, then after that timeframe access needs to be revoked or extended and documented.
- IT should not access email content unless requested to review with the Director or Commission Chair.

### **Email Retention Policy**

COPG employee and Commission Microsoft 365 Outlook email account records are stored and maintained on the COPG Microsoft 365 Outlook Cloud throughout the Pilot Program.