

HEALTH SERVICES UNION

Email Retention Policy

Purpose

In today's digital age, email has become an integral part of our communication and information exchange. As such, it is crucial for the HSU to establish a clear and comprehensive Email Retention Policy to manage our email data efficiently, comply with legal and regulatory requirements, and protect sensitive information. This policy outlines the guidelines for the retention and disposal of emails within the organisation.

The purpose of this Email Retention Policy is to:

- a. Ensure the proper management of email data, minimising storage costs.
- b. Meet legal and regulatory requirements for data retention.
- c. Safeguard sensitive and confidential information.
- d. Facilitate efficient retrieval of information when necessary.

The policy applies to all employees, contractors, and any other personnel who have access to HSU email systems, whether company-provided or personal devices.

Policy

1. Business Departments and Retention Periods

Emails should be categorised based on departments and users in it, with special retentions periods:

a. General User

Mailbox Retention Period: 1 Year

Every general user such as organisers, MSD users, admin users, reception and shared mailboxes, their email is retained for 1 year in their Outlook mailbox before being moved to their personal archive folder.

b. Finance, Industrial and Human Resources

Mailbox Retention Period: 2 Years

User emails from these teams should be retained for 2 years in their mailbox before being moved to their personal archive folder.

c. Managers

Mailbox Retention Period: 3 years

Emails from the executive team and managers are retained for 3 years in their mailbox before they are moved to their personal archive folder.

2. Archive Retention Period

The total retention period for all mailboxes is 7 years.

3. Email Disposal

Emails should be disposed of securely and confidentially. When an email reaches the end of its retention period, it should be deleted from the email system.

4. Monitoring and Compliance

HSU reserves the right to monitor email usage to ensure compliance with this policy and to investigate any suspected violations.

5. Review and Revision

This policy will be reviewed yearly to ensure its effectiveness and compliance with changing legal and regulatory requirements. Any revisions will be communicated to all employees.

6. Reporting Violations

Employees should report any violations or concerns related to this policy to their immediate manager or the HR department.

By adhering to this Email Retention Policy, HSU aims to maintain data integrity, reduce storage costs, and comply with legal requirements.

Policy Version Control

Policy Approval Date:	27 March 2024
Approved by:	Union Council under Rule 40
Approval Resolution No:	UC 17/2024
Version No:	V1
Replaced Version No & Date:	NA New Policy