



HEMPSHILL HALL PRIMARY SCHOOL

General Data Protection Regulations (UK GDPR) Email Policy

DOCUMENT PROVENANCE			
Status	Approved	Current version no.	1.0
Organisation	NCC/NST	Version date	April 2023
Author	Jeremy Lyn-Cook/NST	Approved by (If applicable)	Hempshill Hall Governors
Audience	Anyone	Approval date	Sept 25
Security classification	OFFICIAL	Next review date	Annually Sept 27

DOCUMENT CHANGE HISTORY			
Revision date	Version no.	Author of changes	Summary of changes
09/2025	1.1	Lindsay Brown	Adoption to school requirements

Contents

1. Introduction
2. Purpose
3. Scope
4. Policy
5. Policy compliance
6. Exceptions
7. Non-compliance
8. Related policies and processes

Email Policy

1. Introduction

- 1.1 Email is an almost universal means of communication. It is often the primary communication and awareness raising tool within an organisation. Whilst email provides many benefits, the misuse of email poses security, privacy and legal risks. So, it is important that users understand how to use it appropriately within the HEMPSHILL HALL PRIMARY SCHOOL environment.

2. Purpose

- 2.1 The purpose of this policy is to ensure the proper use of the HEMPSHILL HALL PRIMARY SCHOOL email system and make users aware of what HEMPSHILL HALL PRIMARY SCHOOL considers to be acceptable and unacceptable use. This policy outlines the minimum requirements for use of email within the HEMPSHILL HALL PRIMARY SCHOOL network.

3. Scope

This policy covers appropriate use of any email sent from an HEMPSHILL HALL PRIMARY SCHOOL email address and applies to all employees, vendors and agents operating on behalf of HEMPSHILL HALL PRIMARY SCHOOL.

4. Policy

- All use of email must be consistent with HEMPSHILL HALL PRIMARY SCHOOL policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices. For details relating to encryption please visit; <https://schuk.sharepoint.com/sites/schoolsit/gdpr>
- HEMPSHILL HALL PRIMARY SCHOOL email accounts should be used primarily for HEMPSHILL HALL PRIMARY SCHOOL business-related purposes; personal communication is allowed on an occasional basis, but non-HEMPSHILL HALL PRIMARY SCHOOL related commercial uses are prohibited.
- All HEMPSHILL HALL PRIMARY SCHOOL data contained within an email message or an attachment must be secured in accordance with the provisions for protecting personal data in line with UK GDPR 2017 and the Data Protection Act 2018.
- Email should be retained if it qualifies as an HEMPSHILL HALL PRIMARY SCHOOL business record, i.e. if there is a legitimate and ongoing business reason for maintaining the information contained in the email.
- The HEMPSHILL HALL PRIMARY SCHOOL email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about age, gender, race, disability, sexual orientation, religious beliefs and/or practice, political beliefs or nationality. Employees who receive any emails containing this type of content from any HEMPSHILL HALL PRIMARY SCHOOL employee should report the matter to the Head Teacher immediately.
- Users are prohibited from automatically forwarding HEMPSHILL HALL PRIMARY SCHOOL email to a third party email system (noted below). Individual messages which are forwarded by the user must not contain HEMPSHILL HALL PRIMARY SCHOOL confidential or the above information.

- Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail, etc. to conduct HEMPSHILL HALL PRIMARY SCHOOL business, to create or record any binding transactions or to store or retain email on behalf of HEMPSHILL HALL PRIMARY SCHOOL. Such communications and transactions should be conducted through proper channels using HEMPSHILL HALL PRIMARY SCHOOL approved documentation.
- Occasional use of HEMPSHILL HALL PRIMARY SCHOOL resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke related emails from an HEMPSHILL HALL PRIMARY SCHOOL email account is prohibited.
- HEMPSHILL HALL PRIMARY SCHOOL employees shall expect only limited privacy in respect of anything they store, send or receive on the HEMPSHILL HALL PRIMARY SCHOOL email system.
- Whilst HEMPSHILL HALL PRIMARY SCHOOL reserves the right to monitor messages without prior notice, it is not obliged to monitor email messages.

5. Policy compliance

On an ad hoc basis the HEMPSHILL HALL PRIMARY SCHOOL Head Teachers may authorise verification of compliance to this policy through various methods, including but not limited to periodic walkthroughs around the buildings, business tool reports, internal and external audits, staff surveys, etc.

6. Exceptions

Any exception to the policy must be recorded and approved and recorded by the Head Teacher in advance.

7. Non-compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

8. Related policies and processes

This Policy should be read in conjunction with the following:

- Data Protection Policy
- Data Incidents and Breaches Policy
- Freedom of Information Policy
- Acceptable Use Policy
- Remote Access and Mobile Computing Policy
- Subject Access Request Policy
- Mobile Computing Policy
- Safeguarding Policy and Guidance