**Automatically Forwarded Email Policy**

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**Things to Consider:** *Please consult the Things to Consider FAQ for additional guidelines and suggestions for personalizing the policy for your organization*

**Last Update Status:** *Retired*

# Overview

See Purpose

# Purpose

To prevent the unauthorized or inadvertent disclosure of sensitive company information.

# Scope

This policy covers automatic email forwarding, and thereby the potentially inadvertent transmission of sensitive information by all employees, vendors, and agents operating on behalf of <Company Name>.

# Policy

Employees must exercise utmost caution when sending any email from inside <Company Name> to an outside network. Unless approved by an employee's manager InfoSec, <Company Name> email will not be automatically forwarded to an external destination. Sensitive information, as defined in the *Data Classification and Protection Policy*, will not be forwarded via any means, unless that email is critical to business and is encrypted in accordance with the *Acceptable Encryption Policy*.

# Policy Compliance

* 1. Compliance Measurement

The Infosec team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

# Exceptions

Any exception to the policy must be approved by the Infosec team in advance.

# Non-Compliance

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

# Related Standards, Policies and Processes

* Acceptable Encryption Policy
* Data Classification and Protection Policy

# Definitions and Terms

The following definition and terms can be found in the SANS Glossary located at:

<https://www.sans.org/security-resources/glossary-of-terms/>

* Email
* SMTP
* Forwarded Email
* Sensitive Information
* Unauthorized Disclosure

# Revision History

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| --- | --- | --- |
| **Date of Change** | **Responsible** | **Summary of Change** |
| July 2014 | SANS Policy Team | Converted to new format. |
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