

Legal Disclaimer on Emails Policy

Category: University Management
Last Modified: February 2012
Review Date: June 2013
Approved By: Director, Learning Resources
Contact Person: Operations and Infrastructure Manager, Extn 6323

Introduction:

The use of email disclaimers is recommended as a protection against legal threats in instances such as breach of confidentiality (accidental or otherwise), transmission of viruses, negligent misstatement, and employer liability.

Email disclaimers are used for some outgoing email from the University currently. This policy mandates the use of a standard email disclaimer clause, as approved by our legal advisor. This disclaimer is applied to all outgoing emails from the University of Canterbury.

Policy Statement:

The University of Canterbury email disclaimer appended to all outgoing emails from the University of Canterbury is:

This email may be confidential and subject to legal privilege, it may not reflect the views of the University of Canterbury, and it is not guaranteed to be virus free. If you are not an intended recipient, please notify the sender immediately and erase all copies of the message and any attachments.

Please refer to <http://www.canterbury.ac.nz/ucpolicy/emaildisclaimer.shtml> for more information.

Procedures:

Automatically Appended Disclaimer

ICT Services shall append this disclaimer to all UC staff emails leaving the campus network.

Related Policies, Procedures and Forms:

- [Intellectual Property: Policy for Staff and Students](#)
- [Computer Use Policy and Procedures](#)
- [Legal Compliance Policy](#)
- [Risk Management Policy](#)

Appendix:

- Appendix A: Text of Full Email Disclaimer

Notes:

1. For day-to-day enquiries about this Policy, please contact Hamish Duff, Quality Delivery Manager in ICT Services, Extn 6337.

Version Control Table		
Action	Approval Body	Date Loaded in UCPL
New Policy	Deputy Vice-Chancellor	20 July, 2009
Rolled for Review in June 2012	Deputy Vice-Chancellor	28 February 2012

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Appendix A:

Text of Full Email Disclaimer

All email sent from the University of Canterbury may be confidential and subject to legal privilege. If you are not an intended recipient, you may not use, disseminate, distribute or reproduce such email, any attachments, or any part thereof. If you have received a message in error please notify the sender immediately and erase all copies of the message and any attachments. Any views expressed in any message are those of the individual sender and may not necessarily reflect the views of the University of Canterbury.

The University of Canterbury does not guarantee that any email or any attachments are free from computer viruses or other conditions which may damage or interfere with recipient data, hardware or software. The recipient relies on its own procedures and assumes all risk of use and of opening any attachments.