

EMAIL POLICY

Scope

This policy applies to Tim Pole and any third party that this policy has been communicated to.

Responsibility

Tim pole is responsible for this policy and for monitoring the compliance with this policy.

Mandatory information in Practice emails

All emails must include the following information:

- Tim Pole's full name and any trading name used by the Practice;
- No.5 Chamber's full office address;

To ensure that the above information is included on emails, Tim Pole must use the email footer on all communications.

Confidential and legally privileged correspondence

You must ensure that the standard confidentiality disclaimer is set up on the signature option of their email facility. The confidentiality disclaimer should be sent with all external emails.

Copyright

Copyright work must not be sent by email without the consent of the owner of the work. Copying and pasting material from the internet, or other emails, may infringe copyright and care must be taken to ensure that such material is not copied by email.

Out of office messages

Out of office messages must be set if Tim Pole is away from their desk for half a day or more. Tim Pole must provide contact details for an alternative member of staff for urgent messages.

Destruction of emails

You are responsible for reviewing their stored emails regularly. Any emails that are no longer required, must be deleted.

All emails related to client work must be treated as normal correspondence and is therefore subject to normal retention periods. Provided that these emails have been copied to the paper, or electronic client file, you can delete them from your email inbox.

Please be aware that deleted emails remain on our systems for a period of time and, therefore, could be restored after deletion. Do not think that deletion of potentially incriminating emails means that they will cease to exist.

Review of this policy

This policy will be reviewed at least annually. The next review is due on, or around May 2019.

Record of review

| Version | Date of review | Reviewer | Comments/ amendments required | Date of next review |
|----------------|-----------------------|-----------------|--------------------------------------|----------------------------|
| 1 | 23.05.2018 | TP | | 23.05.2019 |
| 1 | 23/5/19 | TP | | 23/5/20 |
| 1 | 23/5/20 | TP | | 23/5/21 |