

**Date Updated and Published: August 2016****Review: Annually****Last Date Reviewed:** July 2022**Revision History:****December 2019****July 2022**

## DEFINITIONS

Work Product – any document or recorded communication generated in the course of Bethel's business operations. This includes documents and emails arising out of, relating to, or otherwise concerning Bethel University business Work product includes confidential and proprietary information subject to the Tennessee Uniform Trade Secrets Act. All information transmitted over Bethel owned email system is Bethel property. Employees are strongly discouraged from using Bethel resources including email for personal business.

## POLICY

All email used to conduct Bethel University business must be transmitted via the Bethel owned email system. For purposes of this Policy, Bethel owned email system means Bethel webmail and has been risk assessed and approved by Bethel's Information Technology Department. Bethel work product belongs to, and is the property of, Bethel University, unless it is specifically exempted under the Intellectual Property Policy or the Academic Freedom Policy.

Unless approved by the senior administrators, work product may not be distributed other than as directed by the supervisor or in the normal course of business operations. This Policy prohibits forwarding work product to other employees who are not expressly designated by the forwarding employee's supervisor to receive that work product and prohibits forwarding work product to personal email accounts without express supervisor permission. This policy also prohibits sending nuisance email or other online messages such as chain letters; sending obscene or harassing messages; send unsolicited email messages to a large number of Bethel users unless explicitly approved by the appropriate Bethel authority; or impersonating any other person or group by modifying email header information to

deceive recipients.

This Policy is subject to the Family Educational Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act ("HIPPA"). This Policy excludes communications between faculty and students, except as may otherwise be required as part of investigations. This Policy is subject to Bethel's Document Retention Policy.

Upon a change of status, e.g., a program director returning to full-time faculty status, the employee shall surrender all Bethel work product to the parties designated by the President. In the event of an involuntary separation, the Human Resources Department, the Information Technology Department, and the Security Department will take such actions as are prudent to prevent the loss of work product.

Violations: Violations of this policy are subject to disciplinary actions including termination and legal action under "The Uniform Trade Secrets Act," at Tennessee Code Annotated §§ 47-25-1701 et seq., including actions for injunctive relief and damages.

Employees who become aware of violations must immediately inform Human Resources and not transmit information to any other party within the University or outside the University except in cases where violations of law or public safety are involved.

### **RESPONSIBLE PARTIES**

President, Chief Academic Officer, Human Resources Manager, Information Technology Director, Campus Security, and Vice Presidents, who may designate directors, division chairs, etc.

### **PUBLICATION**

Employee Handbook, Faculty Handbook, University website