

Electronic Mail Regulations

1. When you use your university email account, you are representing the University. You are obliged to send emails in a respectful tone with courteous manner and proper etiquette.
2. Never email or attach contents of abuse, unlawful acts, harassment, threats, obscene, pornographic/indecent material, violence, discrimination, copyright infringement and the like.
3. Never generate or send unsolicited bulk advertising or commercial emails to other email addresses.*
4. As names/email addresses are considered as personal data, if you email a group of unacquainted recipients, you must put the addresses under the blind copy (BCC) address list to protect the privacy of the recipients.
5. Sending emails that contain confidential information must be encrypted before transmission and storage to safeguard privacy and confidentiality.
6. Never share your password or disclose another individual's password to others. You could be held responsible if someone commits a malicious act using your or another individual's account.
7. Do not transmit emails that may contain harmful computer programs such as computer viruses, worms, Trojans and malware.
8. All mass emails must be reviewed and posted by authorized persons.
9. Users are obliged to back up their crucial/critical information, files and emails alike in their mailboxes. The Computing Services Centre will not be liable for data loss.

* Visit the following HKSAR Education Bureau website for further information.

<https://www.edb.gov.hk/en/sch-admin/admin/about-sch/unsolicited-electronic-messages-ordinance-ch593-note/index.html>

To send a non-personal and unsolicited bulk advertising/commercial email to other email addresses, you must include a disclaimer and offer an unsubscribe option. Below is a sample disclaimer:

This email and/or its attachments is/are for the use of the intended recipient and may contain confidential information and/or copyright material. If you are not the intended recipient, please notify the sender immediately and delete this email and all copies from your system. If you want to unsubscribe, please notify the sender as well.