Managing the Digital University Desktop

Understanding and Empowering the Individual; Preserving the Public Record and Institutional History

Should I handle my personal email differently than my work email (UNC)?

Yes. According to the University's **Policy on the Privacy of Electronic Information**, University email services may be used for "incidental personal purposes." Although the University does not inspect or routinely monitor email usage, the user should be aware that the University does not guarantee either the privacy or the security of email systems. Under certain circumstances, the University may allow access to email on its computer networks by authorized employees or system administrators.

Work-related email is considered a public record **(see Official University Record FAQ).** As such, it is subject to discovery in legal actions against the University and/or in public records requests. Personal email is not a public record, and should be deleted as soon as possible from the user's email system for the following reasons:

- Like junk mail or spam, personal email takes up storage space and makes it more difficult to find work-related email;
- There is no guarantee of privacy or confidentiality for data or messages stored on University-owned equipment;
- Personal email accidentally interfiled with work email could become part of a public records request or legal discovery action, with potential embarrassment or risk to the employee and/or to the University.

Email should be managed by its content, not its format.