



ITS POLICIES AND GUIDELINES

CATEGORY: Information Technology

STATUS: Interim Approved

GUIDELINE TITLE: **Incidental Use and Managing Personal Information**

APPLIES TO:

This guideline applies to storage and use of all University servers, systems and services.

CONTENTS: Incidental Use and Managing Personal Information

GUIDELINE STATEMENT:

Incidental Use and Managing Personal Information

Employees with personal information stored on University systems should adhere to the following guidelines:

- Due to state statutes such as the Open Records Law, users have no expectation of privacy when using University systems, email accounts and other information resources. Because of this, users should not store personal email or other documents that are or may be confidential to the user or other individuals. Consider setting up a private email account for your personal email and correspondence.
 - Truman information technology resources shall not be used to conduct a personal business or for political activity. While Truman encourages engagement in civic and community activities, Truman systems must not be used for personal gain, or for personal correspondence of a political nature.
 - Incidental use is permitted only by the user, the privilege of incidental use does not extend to family members or acquaintances regardless of where the information resource is physically located. This means that if something should happen to you (separation, accident, death, etc.), family members or acquaintances will not be able to gain access to personal data on University systems and the University will not expend resources to collect the data in your stead.
 - Storage of any email messages, voice messages, files, and documents created as incidental use by a Truman employee must be nominal. Nominal use is defined as less than 5% of a user's allocated mailbox and file space. Non-work related files may not be stored on network file servers.
 - Access to or storage of sexually explicit materials as incidental use is strictly prohibited at all times.
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CONTACTS:

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APPROVED BY: Truman State University President

APPROVED ON: 2021/4/19
EFFECTIVE ON: 2021/4/19
REVIEW/CHANGE HISTORY: 2021/4/19
REVIEW CYCLE: As Needed

DEFINITIONS:

ITS – Information Technology Services

RELATED DOCUMENTS:

Acceptable Use Policy

KEYWORDS: