Automatically Forwarded Email Policy

Free Use Disclaimer: This policy was created by or for the SANS Institute for the Internet community. All or parts of this policy can be freely used for your organization. There is no prior approval required. If you would like to contribute a new policy or updated version of this policy, please send email to policy-resources@sans.org.

Last Update Status: Retired

1. Overview
See Purpose

2. Purpose
To prevent the unauthorized or inadvertent disclosure of sensitive company information.

3. Scope
This policy covers automatic email forwarding, and thereby the potentially inadvertent transmission of sensitive information by all employees, vendors, and agents operating on behalf of <Company Name>.

4. Policy
Employees must exercise utmost caution when sending any email from inside <Company Name> to an outside network. Unless approved by an employee's manager InfoSec, <Company Name> email will not be automatically forwarded to an external destination. Sensitive information, as defined in the Data Classification and Protection Policy, will not be forwarded via any means, unless that email is critical to business and is encrypted in accordance with the Acceptable Encryption Policy.

5. Policy Compliance
5.1 Compliance Measurement
The Infosec team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions
Any exception to the policy must be approved by the Infosec team in advance.

5.3 Non-Compliance
An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
6 Related Standards, Policies and Processes

- Acceptable Encryption Policy
- Data Classification and Protection Policy

7 Definitions and Terms

The following definition and terms can be found in the SANS Glossary located at:
https://www.sans.org/security-resources/glossary-of-terms/

- Email
- SMTP
- Forwarded Email
- Sensitive Information
- Unauthorized Disclosure

8 Revision History

<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Responsible</th>
<th>Summary of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2014</td>
<td>SANS Policy Team</td>
<td>Converted to new format.</td>
</tr>
</tbody>
</table>