

## **ELECTRONIC COMMUNICATIONS SAMPLE POLICY OUTLINE**

- **Explain the Goal of the Policy**
- **The Types of Data and Information Which Are To Be Transferred and Stored on the Company's Systems Are For Legitimate Business Reasons**
- **Personal Use Is Strictly Prohibited**
- **Expressly State That The System And Its Users Will Be Accessed And Monitored Without Notice**
- **What Monitoring Includes**
- **Reasons For Access**
- **No Expectation of Privacy**
- **Storage of Company Data Outside of Company Systems Is Prohibited**
- **Application of Harassment Policies To Electronic Communication**
- **Explain Limits On Usage (e.g. No file sharing software, no games, no spyware, etc.)**
- **Discipline**

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This sample policy provides general information regarding its subject and explicitly may not be construed as providing any individualized advice concerning particular circumstances. Persons needing advice concerning particular circumstances must consult counsel concerning those circumstances.