



## Information Strategy

# Electronic mail archive compliance account policy

The purpose of this document is to lay forth the policy which regulates the use of compliance accounts within the University's electronic mail archive. It should be clear that policy is not immutable: in particular, in a rapidly emerging law, we must be able to react to change. In the formulation and continuous reformulation of policy, we must be guided by advice from within the University and beyond, taking due consideration of legal precedents and having due regard to the practices and experiences of our colleagues in other institutions.

## **Document properties**

### **Authority**

Information Strategy Group

### **Sponsor**

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### **Responsible officer**

Policy Development and Quality Manager, Computer Centre





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## **5 Compliance account audit**

Full audit functions must be set to be