



Automatically Forwarded Email Policy

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Things to Consider: *Please consult the Things to Consider FAQ for additional guidelines and suggestions for personalizing the policy for your organization*

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

Date of Change	Responsible	Summary of Change
July 2014	SANS Policy Team	Converted to new format.