
UOC email use policy

Security Committee

1 April 2025

Version log

Version	Date	Sections	Description of the change
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01	17 February 2025	All	Updated to reflect the current situation at the university

Written by	Revised by	Approved by
-	-	Executive Management Committee 30 July 2014
Clara Beleña Information Security Officer 17 February 2025	Security Committee 1 April 2025	Executive Board 19 May 2025

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1. Purpose

The **Universitat Oberta de Catalunya** (hereinafter "the UOC") assigns an email account to each person who is part of the university community and network, when they join or begin to work with the UOC.

The email service provided by the UOC may be contracted from third parties. In this case, the UOC guarantees that the service provided complies with the privacy and security policies in force under applicable legislation. Nevertheless, users are required to comply with the terms established for the service by the provider.

For this reason, the UOC has determined the need for a UOC email use policy (hereinafter "the Policy") that establishes criteria for using this service and the rights and responsibilities of users.

The purpose of this document is to:

- a) Establish criteria for the correct use of email.
- b) Inform the people to whom these regulations apply of the obligations they assume as users.
- c) To inform users that the UOC, as the administrator of the user's account, has access to the data essential for the correct management of these email accounts.

This policy is constantly monitored and will be amended in accordance with any changes to the structural, organizational or legal conditions that may affect the UOC.

2. Scope of application

The UOC email use policy applies to **all users of this service offered by the UOC**, regardless of the group to which they belong in the university community. It also applies to members of the university network who have access to this service.

It is compulsory to adhere to the terms and guidelines included in this document, unless explicitly stated otherwise.

All exceptions must be authorized by UOC management. Under no circumstances may users fail to comply with the terms established in this document.

3. Terms of use of email at the UOC

Users of the service must make appropriate use of email. To this end, they must comply with the provisions of this Policy.

This is an IT resource made available to users for **professional or academic use**, which

is why it may be monitored by the UOC. This will be done to the minimum extent necessary, always in accordance with current legislation. It will be done only in those cases in which it may be necessary to coordinate and guarantee the continuity of academic and/or professional activity, to protect the UOC's computer system or to prevent any misuse of it that may give rise to liabilities for the organization.

The UOC may cancel the email service and proceed to delete its content if the user ceases to work with or is no longer linked to the UOC, or misuses the service. The UOC will implement the necessary procedures to guarantee prior notification of the cancellation of the service in such cases.

4. Permitted and prohibited uses of email at the UOC

The email service provided by the UOC is intended for activities related to teaching, learning, research, administration and the activity of each user at the UOC.

The following are strictly prohibited:

- Sending spam using the UOC's corporate email address.
- Using email for professional activities unrelated to work for the UOC.
- Using UOC corporate email in a way that violates the rights of third parties or the UOC, or that breaks the law.
- Facilitating or offering the use of the email account to third parties.
- Sending content that is illegal by its very nature, i.e., anything that constitutes complicity with criminal acts, for example, incitement to terrorism, child pornography, threats, scams, malware in general, etc.
- Sending messages, whether spam or not, that compromise the image, honour or privacy of the UOC or any of its members.

5. Implementation of the Policy

The use of the UOC's email address is subject to the provisions of this Policy, the [code of conduct](#) and the [UOC's regulations on acceptable behaviour](#).

Regulations are also established for certain groups, with the rights and responsibilities specific to the activity they are carrying out in terms of their relationship with the UOC.

6. Repeal of regulations and standards

This policy replaces and repeals the UOC email policy approved by the Executive Management Committee on 30 July 2014.

7. Approval of the Policy

This Policy has been approved in accordance with the provisions of the Policy concerning roles and responsibilities in the approval of the UOC's internal regulations.

8. Consequences of failing to comply with these regulations on the use of email

Notification of non-compliance with the regulations contained in this Policy will be formally issued in writing, without prejudice to any disciplinary measures that may be applicable.

9. Confidentiality

This document is the property of the Fundació per a la Universitat Oberta de Catalunya (FUOC). It may not be used for purposes other than those for which it was issued and its content may not be disclosed to persons whose interests are not those of the UOC.