

E-MAIL DISCLAIMER

Recommendation

The Commissioner of Legal and Administrative Services, in consultation with the City Clerk and the Director of Information Technology Services, recommends:

That a Policy providing for a disclaimer to be inserted on all City of Vaughan staffs' outgoing e-mails be included in the City of Vaughan Policy Manual.

Purpose

To advise receivers of e-mails originating from staff at the City of Vaughan that the e-mail received by the addressee is private.

Background - Analysis and Options

At the Committee of the Whole (Closed Session) meeting of March 7, 2005 Councillor Jackson requested that staff look into the possibility of the insertion of a disclaimer on all outgoing e-mails from City of Vaughan staff.

ITS has advised that the disclaimer can be automatically inserted and it supports the insertion. ITS recommends that adding the disclaimer automatically to outgoing e-mails is a better way to proceed, rather than the employee inserting the disclaimer as the employee's signature is inserted.

The Commissioner of Legal and Administrative Services recommends the following wording for the disclaimer:

**"This e-mail, including any attachment(s), is confidential and intended solely for the attention and information of the named addressee(s). If you are not the intended recipient or have received this message in error, please notify me immediately by return e-mail and permanently delete the original transmission from your computer, including any attachment(s). Any unauthorized distribution, disclosure or copying of this message and attachment(s) by anyone other than the recipient is strictly prohibited"**.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Conclusion

It is appropriate to insert a disclaimer on outgoing e-mails to protect City of Vaughan staff from possible repercussions and to create a City of Vaughan Policy pertaining to the E-mail Disclaimer.

Attachments

None

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Respectfully submitted,

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Commissioner of Legal and Administrative Services