



## **Automatically Forwarded Email Policy**

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**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

<b>Date of Change</b>	<b>Responsible</b>	<b>Summary of Change</b>
July 2014	SANS Policy Team	Converted to new format.