

**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY
INFORMATION TECHNOLOGY POLICIES, 2020**

EMAIL MIGRATION AND EXPORT POLICY

Effective Date: 29.12.2020

Version History: V.1.0

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1. Purpose and Scope

This email migration and export policy (“**EMEP**”) is notified as part of the IT Policies of NLSIU. Capitalised terms used but not defined herein will have the meaning ascribed to them under the principal IT Policy. This EMEP contains the policy in regard to export, forwarding, and migration of emails (“**Export**”) from an email address that is a part of the Email Service provided by NLSIU (“**NLSIU Email Account**”) to any email account that is not a part of the NLSIU Email Service (“**Non-NLSIU Email Accounts**”). Unless otherwise specified in this EMEP, a provision in this EMEP is generally applicable to all faculty, staff and students of NLSIU.

2. No Auto-forwarding

As a rule, emails from an NLSIU Email Account cannot be auto-forwarded to any Non-NLSIU Email Account by faculty members, staff or students by using the auto-forward feature that is available with as part of the NLSIU Email Account or by using any other means.

3. Export by Faculty and Staff of NLSIU

3.1 NLSIU’s staff and faculty members shall not do the following:

- a. bulk-export their NLSIU Email Account mailbox to any Non-NLSIU Email Account;
- b. export any emails in their NLSIU Email Account that contain Confidential Information of NLSIU or Restricted Sensitive Personal Information of the Users to a Non-NLSIU Email Account;
- c. copy the contents of any emails in their NLSIU Email Account that consists of Confidential Information of NLSIU or Restricted Sensitive Personal Information of the Users to any Non-NLSIU Email Account, personal or external text-editor or file system (web-based or otherwise)

3.2 Prior to termination of employment or retainership of any faculty or staff member, NLSIU may direct such person to handover the access to their NLSIU Email Account to another person in the interest of smooth and seamless transition of their work-related responsibilities. Every faculty and staff member shall comply with such directions and shall not modify their NLSIU Email Account or the mailbox associated with it in any manner that may make such transition unsuccessful or partly successful. Each faculty or staff member agrees to turn over to such person identified by NLSIU for transition, all emails sent or received concerning NLSIU, its Users and its academic, research, and administrative activities prior to the end of their employment relationship with NLSIU.

3.3 Such faculty or staff member agrees to provide access to or copies of all emails received in or sent from their NLSIU Email Account that contain Confidential Information of NLSIU, material concerning NLSIU's academic, research, and administrative activities of NLSIU if requested by NLSIU.

4. Export by Students of NLSIU

Students of NLSIU may manually Export copies of emails in their NLSIU Email Account mailbox to a Non-NLSIU Email Account at any time, subject to the other provisions of the IT Policies and this EMEP.

5. Terms applicable in case of Exporting

A User who Exports emails from their NLSIU Email Account to their Non-NLSIU Email Account confirms and accepts the following terms before such Export:

- a. Export by the User is not prohibited under this EMEP or the IT Policies.
- b. User will provide access to NLSIU to any email received or sent through the NLSIU Email Account that contains Confidential Information of NLSIU or other material in relation to the Users or NLSIU's activities, if a request for it is made on grounds specified in other provisions of this EMEP or the IT Policies.
- c. User will comply with all IT policies.
- d. User agrees to take responsibility for the security, back-up and management of all email sent or received using the NLSIU Email Account, including in relation to any Group Email or other email access or privileges granted to the User for transacting NLSIU's business, academic, research, or administrative activities.