

COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

number: R 436

date: June 2, 2020

Rector's ordinance determining rules for the operation of electronic mail at the University of South Bohemia in České Budějovice

Article 1 General provisions

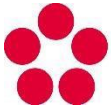
1. The system of electronic mail at the University of South Bohemia in České Budějovice (hereinafter as the "USB") is intended for the performance of work and study duties of students and employees of the USB and communication of users of electronic mail at the USB with other users of electronic mail.
2. All employees and students of the USB use only university email addresses¹ to communicate using electronic mail on matters stated in section 1.
3. The Information Technology Centre (ITC) and relevant IT sections of individual faculties are operators of electronic mail.
4. The USB uses the USB domain as a second-level internet domain (@jcu.cz) for electronic mail and third-level internet domains corresponding to faculties (@USB faculty domain)² or the Academic Library of the USB (@lib.jcu.cz).
5. The capacity of email boxes³ is limited, the limit is set by technical capabilities of individual servers of electronic mail.⁴ If the capacity is exceeded, automatic rejection of reception of electronic mail may occur. The user is required to prevent the email box from reaching its full capacity.
6. The size of the transmitted messages of electronic mail is limited. The specific limit is set by technical capabilities of individual servers of electronic mail.
7. By reason of asset protection, ensuring the security of computer technology and user data, electronic mail is automatically checked for viruses and unsolicited mail (spam). Suspicious files and messages stored in a so-called quarantine may be used only to improve antivirus and antispam checks.
8. The operation of electronic mail is monitored by the operator and recorded for the purposes of:
 - a. optimisation of operating the system of electronic mail;
 - b. preventing unauthorised accesses and abuses of the computer network and devices of computer technology;
 - c. solving incidents endangering assets and interests of the USB;
 - d. tracking deliveries of documents sent in administrative proceedings in matters of study in accordance with article 22, section 1 of the Statutes of the USB;

¹ Address in the format name@jcu.cz (USB domain, e.g., novakm99@jcu.cz or rektor@jcu.cz), in the format name@USB faculty domain (e.g., novakm99@tf.jcu.cz or dekan@tf.jcu.cz) or in the format name@lib.jcu.cz.

² USB faculty domains: ef.jcu.cz, ff.jcu.cz, frov.jcu.cz, pf.jcu.cz, prf.jcu.cz, tf.jcu.cz, zf.jcu.cz, zsf.jcu.cz.

³ Email box: a repository providing space for email messages; the box is determined by an email address.

⁴ Electronic mail server: a server, where an email box is located; an electronic mail server has a hardware and software part (programme ensuring the transport of electronic mail).



- e. tracking deliveries of documents sent in employment matters;
 - f. the fulfilment of a legal duty as per the Act 127/2005 Coll., on electronic communication, as amended by later regulations, and the Decree n. 357/2012 Coll., on storing, transferring and the disposal of operation and location data.
9. For the purposes of monitoring, the operator records only so-called header fields of email messages that contain the email address of the sender, email address of the recipient, subject of the message and technical information containing the sending time and the time of delivery to the final address, alternatively information about the handover to another mail server.

Article 2

Personal email addresses and personal email boxes

1. A user of electronic mail at the USB has a personal email address assigned to him/her in the form name@jcu.cz, alternatively an email address or addresses in the form name@USB faculty domain or in the form name@lib.jcu.cz.
2. A user of electronic mail may select a server of electronic mail within the USB, to which all electronic mail sent to his/her personal email address will be delivered. Every user has only one server of electronic mail at the USB, which he/she uses for incoming and outgoing mail.
3. After the creation of a personal email box⁵, only the user, who was assigned the email box and who also becomes its owner, has access to it and the access to the box is protected by a username and password.
4. It is possible to set an alias (nickname) for a personal email address of an employee. Every email box, thus, can also contain other addresses used for receiving mail in addition to the main email address. This setting must in no way harm other users and must not be in conflict with propriety.
5. An owner of an email box can grant access to his/her personal email box to other users from the USB only by way of granting an authorisation to access by way of delegation; he/she acts thusly on his/her own responsibility and is responsible for any potential damages. The granted access may be rescinded by the owner at any time. Individual users must not be forced to grant access to a personal mailbox.
6. The USB can set a delegation (access) to a personal email box to a different user only on the basis of the consent of the owner of the email box. Official requests from law enforcement authorities constitute the only exception in this case.
7. Students and employees must not set forwarding incoming mail to a different email address in a personal email box for the reason of ensuring reliable delivery of documents in administrative proceedings and in employment matters and for the reason of preventing leaks of personal or confidential data.
8. Should the user set rules for handling certain received emails in his/her mail user agent,⁶ these rules must be in accordance with provisions of sections 5 to 7.

⁵ Personal email box: a repository providing space for email messages addressed to the email address that is derived from the legal name of the person to whom it was assigned e.g. novakm99@jcu.cz.

⁶ Mail user agent: a programme that serves for the operation of an email box, it can be an application installed on a specific device that is connected to the network or it can be a website that allows the handling of the email box.



9. If a user uses a mail user agent, which saves copies of emails on a local hard disk, for work with personal, business⁷ or shared⁸ email box, the device (computer, tablet, mobile phone etc.), where the agent is installed, must be adequately secured.⁹ The ITC or the relevant IT section of a faculty are responsible for securing equipment belonging to the USB. The user is responsible for securing the private device. In the case that the user is not capable of ensuring the security of the private device, data susceptible to abuse from a personal, business or shared email box must not be stored on it.
10. The download of emails by external email boxes (this technique requires the input of the access password to the email box to the system of an external operator of email services) is forbidden.
11. A personal email remains functional for 180 days after the termination of an employment relation (hereinafter as the "ER") or study. The owner's access to the box is rescinded on the day of the termination of study or ER. In conjunction with the termination of study or ER, emails from the personal email address are automatically forwarded to a private email address¹⁰, which is displayed in the IDM system.¹¹ The user is responsible for providing a correct private address.
12. Following the expiry of the period of 180 days from the termination of ER or study, the operator of electronic mail only ensures forwarding to a private email address that the user has set in the IDM system. In such a case, electronic messages are not stored and only data as per article 1, section 9 is recorded. The owner of the box in the IDM system can rescind his/her consent to forwarding messages at any time.
13. In conjunction with the termination of ER and in justified cases, the managing employee can request the operator of electronic mail to set an automatic notice for a private email box of the employee whose ER ended. The automatic notice will contain a link to an email address of a different employee of the USB who is tasked with processing the corresponding work agenda.
14. A personal email address of a student remains functional during the suspension of study. Access to the box also remains granted.
15. Employees are recommended to set an automatic notice about absence in the time of absence. It is appropriate to display an address of a different user within the USB in the notice for the purpose of resolving pressing employment or study matters. If the notice is not set by the employee in the time of absence, manager of the employee can request the setting of this notice from the operator of electronic mail.

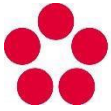
⁷ Business email box: a repository providing space for email messages addressed to the email address the name of which is derived from the function, with which it is connected (e.g., rektor@jcu.cz).

⁸ Shared email box: a repository providing space for email messages addressed to the email address that serves a group of persons to provide certain services or activities (e.g., international@jcu.cz).

⁹ See the recommendation for ensuring the protection of personal data (<https://www.jcu.cz/o-univerzite/pro-zamestnance/ochrana-osobnich-udaju/doporucene-postupy-k-ochrane-osobnich-udaju>) and directives ISMS 007 Administration and security of operation of computers of the USB (<https://isms.jcu.cz>).

¹⁰ Private email address: an address that is not operated or administered by the USB.

¹¹ IDM: a system of administration of identities of the USB (stores identities of employees, students, participants in lifelong education and alumni registered in the Alumni club of the USB).



16. The employer can read a message in the personal email box of an employee or a message sent to a personal email address of an employee under the following conditions:
- a justified interest of the school outweighs adversely affecting fundamental rights and freedoms of the employee;
 - it is clear from the header fields (sender, subject) of the message that the message concerned is a work email;
 - the employee is absent for a long period of time and a potential delay would be detrimental to the rights of the USB.

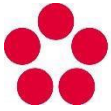
Managing employees stated in articles IV and V of the directive on the protection and processing personal data (R 378) decide in the matter of access to the content of a work message within the scope of their competences and after a preceding consultation with a representative for the protection of personal data. The access to the content of the work email is provided by the operator of electronic mail that records accesses to the content of the work email and informs the concerned employee about the content being made accessible.

Article 3 Business and shared email boxes

1. Business and shared email boxes are not connected with particular persons, but they serve for ensuring the activity of the USB. These email boxes and email addresses corresponding to them usually express the name of the department, name of the function, indication of activity, name of the project in question etc.
2. Multiple employees can have access to business and shared mailboxes and the correspondence may be forwarded to a personal email address of other users within the USB.
3. The establishment of business and shared email boxes, change of routing of corresponding email addresses, setting their aliases or modifications of access to them is ensured by the operator of electronic mail.

Article 4 Bulk mail and commercial communication

1. Bulk mail is understood as sending the same or similar emails to a greater number of recipients.
2. Other than in specific situations when the purpose of the bulk mail is launching a discussion among its recipients, the recipient of the bulk email should not see other recipients (bulk email is sent as a so-called hidden copy)
3. Commercial communication must comply with requirements of the Act no. 480/2004 Coll., on certain services of an information company. Among other things, it must permit unsubscribing from the subscription to further messages.
4. An email message for employees or students of the USB sent from university or faculty email addresses is not considered commercial communication if it is directly related to performing employment or study duties of recipients. It is appropriate to consult unclear cases with the representative for the protection of personal data.



5. For sending bulk emails, it is appropriate to use distribution groups¹², which are defined at the university or faculty level and which are regularly updated on the basis of the current ER, study etc.
6. New distribution groups are established by the operator of electronic mail on the basis of requirements and needs of users. By establishing a team or group in Office 365, a distribution group, that may be used for communication with the team or group members, is also automatically created.

Article 5

Sending mail from applications and servers

1. Administrators of servers and applications may request permission to send mail from the server or application from the operator of electronic mail.
2. Mail from servers and applications must be routed via servers of electronic mail determined by the operator.
3. Should the recipients of emails sent from a server or application be required to reply to messages, the address of the sender or address for the reply must be set to an existing university email address (personal, shared or business). Should recipients not be required to reply to the message, the address for replying displayed is the email address noreply@jcu.cz. Potential replies sent to this address are automatically erased.

Article 6

Final provisions

1. This decision takes effect on June 2, 2020.

prof. PhDr. Bohumil Jiroušek, Dr., v. r.
The Rector

Made by: the Vice-Rector for Internal Management and Public Affairs

Distributed to: members of the management of the USB, deans of faculties of the USB, directors of other constituent parts of the USB

¹² A group of email addresses merged under a single address that is used for bulk sending of messages (e.g. vedeni@jcu.cz).