



Use of departmental resources policy - Annex C

Unacceptable use of email

The list below details what is considered unacceptable use of email. It is not exhaustive but does offer an indication of what is unacceptable:

- spoofing - impersonating any other person when using email, or amending messages that are received
- importing or sending any message or attachments that could be construed as obscene, rude or abusive, libellous, defamatory, racist, offensive or amounting to prejudice, bullying or harassment of any other kind
- originating, attaching or forwarding email chain letters
- sending Christmas cards or any other electronic greeting cards that may appear to be innocent but have the potential to cause harm to the system and result in a loss of service
- sending personal or non-business messages to a large recipient list, either directly or by cascading the message via other people, within or outside of the Home Office (this does not include messages from the trade union side to members)
- using foul or abusive language
- downloading, attaching or forwarding any unauthorised software from an internal or external source
- attempting to breach security or intercept emails without proper authorisation
- offering goods or services for financial gain
- using a Home Office email account to give advantage or the perception of influence
- sending information marked as 'restricted' or higher over the internet, without ensuring that there are additional facilities in place to safeguard the information

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- ▶ [Use of departmental resources policy](#)
- ▶ [Use of departmental resources policy - Annex A](#)
- ▶ [Use of departmental resources policy - Annex B](#)
- ▶ [Use of departmental resources policy - Annex D](#)
- ▶ [Use of departmental resources policy - Annex E](#)

Policy annexes

- Use of departmental resources policy
- Annex B - Unacceptable use of the internet
- Annex C - Unacceptable use of email
- Annex D - Good email etiquette
- Annex E - Internet, email and telephone policy: action to be taken

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