



Policy Source: Gwinnett Tech	Owner: VP of Technology and Operations	Effective: 3/2026
Division: Technology and Operations		Reviewed:

## **GT 7.2.9 Email Forwarding and Use of Personal Email Accounts**

### **Purpose**

The purpose of this policy is to protect institutional data, ensure compliance with applicable federal and state regulations, preserve official college records, and maintain the integrity and security of Gwinnett Technical College’s communication systems.

### **II. Policy Statement**

Gwinnett Technical College email accounts are the official communication channel for conducting college business. Employees are prohibited from forwarding college email to personal email accounts or external systems that are not institutionally managed or approved.

College-related business must be conducted exclusively through College-provided systems to ensure:

- Protection of sensitive and confidential information
- Compliance with FERPA and other applicable privacy regulations
- Proper records retention and legal discovery capability
- Institutional cybersecurity safeguards

The use of personal email accounts to conduct College business is not permitted unless expressly authorized in writing by the Vice President of Information Technology & Operations.

### **III. Automatic Forwarding**

Automatic forwarding of College email to external or personal accounts is prohibited.

The College reserves the right to technically restrict or disable automatic forwarding to external domains in order to safeguard institutional data.

#### **IV. Protection of Sensitive Information**

Under no circumstances may personally identifiable information (PII), student educational records, employee records, financial information, protected health information, or other confidential or restricted data be transmitted to, stored in, or accessed through personal email accounts or non-approved systems.

#### **V. Records Retention and Legal Compliance**

College email communications related to institutional business are subject to records retention requirements, open records requests, audits, and legal discovery. Conducting College business outside institutionally managed systems may interfere with compliance obligations and is strictly prohibited.

#### **VI. Monitoring and Enforcement**

Gwinnett Technical College reserves the right to monitor compliance with this policy in accordance with applicable laws and institutional procedures.

Violations of this policy may result in disciplinary action up to and including termination of employment.

#### **VII. Exceptions**

Any exception to this policy must be formally reviewed and approved in writing by the Vice President of Information Technology & Operations.

#### **VIII. Related Policies**

- 7.2.4 GT Internet Access Filtering and Email Filtering Guidelines
- 7.2.7 GT User ID and Password Guidelines
- TCSG State Board Policy Manual
- TCSG Information Technology & Data Resources standards/guidance