

Protocol on the use of email within SWMTC

The Course is dependent on electronic communications for its efficiency. Email is an effective means of dispersing information to all those associated with the Course and is a valuable means by which the Staff can discuss matters. This is particularly helpful as the Staff is spread over a wide geographical area.

The following code of good practice has been adopted by the staff of SWMTC:

1. All emails must have clear and concise heading about their subjects
2. All emails about students must be headed, ' Strictly confidential, student note' or some such phrase. The name of the student should not be revealed until the email has been opened.
3. Emails should normally be confined to a single student
4. Attachments should be placed in an obvious, standard place.
5. Where an email and/or attachment is to be forwarded, the email should clearly state the names of those to whom it is to be circulated.
6. Emails and attachments should only contain such information as we would be prepared to show to any of the persons mentioned in the transmission.
7. The 'Blind copy' function should be used when sending out group emails.
8. The following disclaimer should be included on all emails generated by the Course and added to all emails to be forwarded by the Course:
'The information contained in this email message is intended only for the named person, firm or company to whom it is addressed. Such information may be confidential and privileged and no mistake in transmission is intended to waive or compromise such privilege.

If you have received this transmission in error, please destroy the email and any copies of it, and notify us immediately by telephone on 01392 264404 or by email at admin@swmtc.org.uk. Your co-operation is appreciated.'
For ease of use, this disclaimer should be entered in the 'signature' function of the email program.
9. Every email and attachment must be read thoroughly to ensure that it conforms to the above.