

# **Security Standard: Signatures and Official RIT Communications**

## **Scope**

This standard applies to all e-mail sent by any faculty or staff from an RIT e-mail account or from any non-RIT account to support academic or business functions. This includes e-mails sent from RIT MyCourses and RIT Message Center.

Personal e-mail and e-mail sent by students is not covered by this standard. However, RIT students are encouraged to create an e-mail signature which makes their e-mail easily identifiable as authentic.

## **Requirements**

All e-mail or Message Center communications that support academic or business functions are required to contain the following:

### **1. Signature with the following elements:**

- 1.1. The name of the sender. A department name is not an acceptable substitute for the name of a sender.
- 1.2. The name of the RIT-Specific organization or department the sender represents
- 1.3. A university telephone number, building address, and e-mail address (where available) that the recipient may use to contact with questions or to verify the authenticity of the e-mail. Web addresses may be included, but may not be the primary means of contact.

### **2. Confidentiality Statement**

- 2.1. E-mails containing Private or Confidential information should include the official RIT Confidentiality Statement located at <http://www.rit.edu/fa/legalaffairs/confidential.html>.

**Effective Date:** September 23, 2009

### **Standard History:**

May 15, 2009

September 23, 2009

November 11, 2013