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

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