University of Duhok
Directorate of Information Services

POLICY NAME:
UoD Email Retention Policy

Policy No.: UoD-POL-DOIS-004

ISSUING OFFICE: UPLO, DOIS
VERSION NO.: 01
VERSION DATE: April 3, 2024
ORIGINAL DATE ISSUED: 25/10/2022

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Policy Name: UoD Email Retention Policy

POLICY PURPOSE

An email retention policy is a set of guidelines that specifies how long emails should be kept in an archive before being deleted. It is regarded as a legal safeguard in the event that email communication proof is required for a court action or to meet regulatory requirements. Individual responsibility for managing and keeping records (including University email and other electronic documents) in compliance with university policy and standards rests with each member of the academic community at the University of Duhok. Emails are documents with the potential to provide proof of official University acts, decisions, approvals, or transactions.

The University of Duhok's (UoD) Email Retention Policy and Procedure (hereinafter the "Policy") has been developed to prescribe the time duration that email messages are archived and kept safe after deactivation starts based on regulatory requirements as well as the technical means deployed by the University's Directorate of Information Services (DOIS). The deactivation period may be initiated when a member of the UoD community no longer has connection to the University, or any other organisation disciplinary measures are in place.

RESPONSIBLE OFFICE

University Policy Office (UPLO), Directorate of Information Service (DOIS), and The President of the university.

RESPONSIBLE EXECUTIVE

President of University of Duhok

POLICY HISTORY

- Date of Permanent Approval: April 3, 2024
- Date of Amendments:

DEFINITIONS

- **Retention Policy:** A retention policy (sometimes known as a 'schedule') is an important aspect of a record's lifespan. UoD's data retention policy governs how data is saved for compliance or regulatory purposes, as well as how it is disposed of once it is no longer needed.
- **Alumni:** Graduates or former students of UoD.
- **Guests:** Members of the UoD academic community who are temporarily affiliated to the University for the purposes of training, research, teaching, sabbaticals, and other official temporary attachments.
- **Deactivation:** This is the time when DOIS suspends or deactivates an account. A deactivation often occurs six months after a member of the UoD community leaves the institution. The deactivation process will adhere to DOIS's own criteria.
- **Inactive:** This is when an account has not been used for any reasons.

APPLICABLE TO

Students, Academics, Staff, Guests, Alumni, others defined groups by DOIS and maintained by University Policy Office (UPLO).

POLICY STATEMENT

This Policy applies to UoD's Google Workspace for Education email (Gmail™) services for staff, academics, authorised guests, students, alumni.

Archiving is enabled on UoD's Gmail services for academics, staff, authorised guests, students, and alumni. All email messages that are sent or received via UoD's Gmail servers are retained for a period of 4 years in UoD's Google

Workspace archive system after they become deactivated. The archive system operates on an instantaneous basis when any email is communicated through Gmail. Any inactive or deactivated email accounts with all its contained data that are over four years old will be automatically deleted by the archival system. In the event that the University is legally obligated to preserve emails, the University will suspend deletion of messages by the archive system until such time as the legal obligation no longer applies.

Members of the UoD academic community may request that copies of deactivated UoD email accounts and attachments be saved before the retention term expires by moving them to other electronic environments and media and/or printing them. Email senders and receivers are responsible for identifying and storing documents required to comply with local laws, University policies, or other legal obligations or requirements. Members of the UoD academic community should not rely on the archive system for any reason, including, but not limited to, the necessity or desire to keep, access, or otherwise maintain any email or associated contents or attachments.

Email usage must correspond to the University's Information management and Data Security Policy, including the UoD - Email Accounts and Electronic Communications Policy.

POLICY DISCLAIMER STATEMENT

Any deviations from policies, procedures, or guidelines approved and made public on uplo.UoD.ac by the University Policy Office (UPLO), may only be done cooperatively between UPLO and the requesting entity with sufficient time to allow for appropriate risk analysis by SCSP, documentation, and presentation to UoD Council for final approval. Failure to adhere to UPLO written official policies may be met with University sanctions.

RELATED POLICIES, PROCEDURES OR GUIDELINES

UoD Policies

- Email Accounts and Electronic Communications Policy
- Information Management and Data Security Policy
- The UPLO can be reached at uplo.UoD.ac. Send questions or approval requests to uplo.office@UoD.ac

Others

Annex 1: Kurdish Translation of UoD-POL-DOIS-004

Annex 1: Arabic Translation of UoD-POL-DOIS-004