

Rights Tip

ORR/Privacy Office tip

9/21/07

Hello everyone,

Please remember that per our agency policy, “e-mail shall not be used to communicate confidential matters, including attachments to emails.” Here are a couple of tips to help comply with the policy.

- Review all email attachments prior to forwarding;
- Review all received emails, prior to forwarding or responding;
- Do not use recipient-identifying information when scheduling Outlook meetings;
- If there is a need to send email regarding recipient(s), please use recipient IDs and/or initials... but be careful not to use additional information that may be identifiable.

Thanks, and have a great weekend.

Shane Ray, LMSW
Supervisor, Office of Recipient Rights