

Village of Croton-on-Hudson Email Policy

This Email policy is applicable to all members of the Village of Croton-on-Hudson ("Village") Board of Trustees ("Trustees") and survives beyond the expiration of his/her term.

All Trustees shall be provided with a Village email address and shall be required to use such email account at all times when conducting Village business. Use of a personal email account, including but not limited to: Gmail, Hotmail, AOL, Yahoo etc. to conduct Village related business is strictly prohibited. Failure to comply with such requirement may subject the Trustee's personal email account(s)/computer to review and disclosure as set forth in the paragraphs below.

The Village legally owns all emails that are created and received by Trustees in the process of conducting business on behalf of the Village and its constituents. No Trustee shall have any expectation of privacy in any e-mail, information or data created, transmitted, received or sent in the process of conducting business on behalf of the Village. The Village reserves the unlimited right to monitor, access, review, copy or delete any message, file or document on its email server and/ or any email related to Village business.

Village provided email accounts shall not be used for any economic or business enterprises other than the Village's, nor should such email account be used for personal financial gain or profit, or in any way that is inconsistent with the Village's interests or the law. Use of such email system in such a way as to infringe copyrights is strictly prohibited.

Use of the Village's email in such a way as to harass, intimidate, or annoy others, or to create, receive, or disseminate information containing defamatory, profane, obscene, racist, sexist, harassing, offensive or otherwise discriminatory material, is strictly prohibited.

All Village-related emails, regardless of the email account utilized (*i.e.*, a personal email account or a Village provided email account), are public records that are potentially subject to disclosure under the Freedom of Information Law ("FOIL") and/or during a court action, an audit or for any other lawfully permissible reason. Failure to use the Village provided email account at all times when conducting Village business may subject the Trustee's personal email account(s)/computer to review and disclosure as set forth in this policy.

Village-related emails, sent or received by former Trustees may also be subject to the disclosure requirements set forth in this policy.

This email policy supplements the Village's records retention policy and in the event that this email policy is more strict it shall control.