



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: ELECTRONIC MAIL (EMAIL) USAGE

Policy No.	IS-502	Division	Information Systems
Related Policy	IS-505 IS-506	Board Policy Ref.	GP-RR-904
Related Procedure	n/a	Effective Date:	March 10, 2026 (R2)

1. PURPOSE AND SCOPE

The purpose of the Electronic Mail (Email) Usage Policy (the Policy) is to define appropriate use for College of the North Atlantic (CNA) email accounts. This Policy applies to all CNA community members. Students are exempt from the personal use restriction outlined in this Policy. This Policy applies to email usage both on and off campus when acting in the name of CNA or identifying oneself as part of the CNA community.

2. DEFINITIONS

College of the North Atlantic Community

A member of the College of the North Atlantic community under this Policy includes, but is not limited to:

- Affiliates: any individual working in collaboration with College of the North Atlantic for a business or academic purpose or an external community member, including all College of the North Atlantic graduates and alumni;
- College of the North Atlantic Board of Governors: individuals forming the governing body of College of the North Atlantic;
- Contractors: any individual or company (and its employees) who provides services to College of the North Atlantic under a service contract (i.e., a non-employee-employer relationship) or within a College of the North Atlantic facility;

- Employees: any individual who is currently employed by College of the North Atlantic or provides services to College of the North Atlantic under an employment contract. This includes all employees, regardless of status, as well as current employees who are on a leave of absence (i.e., paid/unpaid);
- Students: any individual registered in College of the North Atlantic programs or otherwise participating in College of the North Atlantic courses, programs, events, and activities. This includes prospective students and recently accepted student applicants;
- Visitors: any individual visiting a College of the North Atlantic property and/or facility; and
- Volunteers: any individual performing work for College of the North Atlantic in an unpaid capacity.

3. POLICY

CNA email system users must use this communication tool in a responsible, effective, and lawful manner. Personal use of CNA email accounts (except for those belonging to students) is prohibited for activities such as banking, shopping, and other non-CNA related business. This Policy shall be interpreted in accordance with the *Access to Information and Protection of Privacy Act, 2015*. In the event of a discrepancy between this Policy and the Act, the Act shall prevail.

4. PROCEDURE

The Vice President of Finance and Administration shall ensure that procedures are developed and implemented in accordance with the Policy.

Approval History	
Approved by President	June 6, 2007
Revision 1	November 4, 2016
Revision 2	March 10, 2026