



**UNICAMILLUS**

**REGULATIONS OF THE INSTITUTIONAL  
E-MAIL SERVICE  
INTERNATIONAL MEDICAL UNIVERSITY OF  
ROME “UNICAMILLUS”**

Approved by the Organizing Committee of March 18<sup>th</sup> 2020

## REGULATIONS OF THE INSTITUTIONAL E-MAIL SERVICE INTERNATIONAL MEDICAL UNIVERSITY OF ROME “UNICAMILLUS”

### ART. 1

#### General principles

These regulations govern the conditions of use of the institutional e-mail service provided by the International Medical University of Rome "UniCamillus" (hereafter UniCamillus) to its staff, professors, students and any other users who are appropriately identified.

The service provided is functional to didactic, research, administration and other instrumental or related activities for the institutional purposes of the University.

The service is divided into the creation and release of e-mail boxes and any ancillary services.

UniCamillus, for the provision of the service, can also use systems or infrastructures of third-party operators (hereinafter the Provider).

The e-mail box and any ancillary services (such as calendar, contacts, online storage spaces and others) are assigned to the individual user and therefore personal. The same, however, are to be understood as institutional and non-private instruments owned by UniCamillus and may be subject to verification according to control methods carried out in compliance with current legislation.

The use of the e-mail box is subject to acceptance, in full and without reservation, by the user, of this regulation.

### ART. 2

#### Users of the e-mail service - Personal e-mail box

The e-mail box (so-called personal e-mail box) is provided to the following categories of users:

1. Students enrolled in any course of study (degree courses, masters, doctorates, specialization schools): in this case the format of the e-mail address is made up of 2 letters (initial of the name and initial of the surname), from the registration number and from the domain @students.unicamillus.org (example related to the student Caio Bianco registration number 1 = cb1@students.unicamillus.org).

2. University staff in service at University, for a fixed or indefinite period, for the duration of the employment relationship: in this case, the format of the e-mail address is name.surname@unicamillus.org, with exceptions provided for cases of homonymy.

3. Research fellows, contract workers and collaborators: in this case, the format of the e-mail address is name.surname@unicamillus.org, with exceptions foreseen for cases of homonymy. For adjunct or retired professors, the request for activation or storage of the e-mail box, made through a specific procedure by the applicant, must be validated by the Director of the Degree Course.

Lastly, UniCamillus reserves the right to examine the assignment of each e-mail boxes for further cases that do not fall into the categories previously described.

### ART. 3

#### Access and verification modes

Access to the e-mail box is normally granted exclusively to the assignee, through credentials (username and password) uniquely associated with the e-mail box itself and managed exclusively by the assignee under his own responsibility.

The e-mail box, being an institutional and not private tool, can be subject to verification by the University exclusively for the following cases:

1. in the event of an investigation by the judicial authority,
2. in case of suspected illegal activity,
3. in case of emergence and urgent need for work.

### ART. 4

#### Avilability of the mailbox

The personal e-mail box is granted to assignees as long as their user status, as defined in art. 2, is active, except in cases of suspension of the service provided for by art. 7.

The following rules also apply according to some states that characterize the relationship between the user and the University:

- a. Conclusion of the employment or study relationship. The e-mail box will be deactivated UniCamillus can however grant an extension period in which the user will be able to read and receive e-mail messages, after which time the e-mail box will be deactivated.
- b. In the case of emeritus or retired professors, who continue to carry out research and / or didactic activities based on contracts entered into with the University, please refer to Art. 2 point 3 of this regulation.
- c. Detachment / leave of absence / suspension. Individual cases will be evaluated to determine which e-mail box features will be maintained and which will be revoked.

### ART. 5

#### Impersonal e-mail boxes

In addition to the provisions of art. 2, the e-mail box is also provided to academic positions, organizational positions and structures, work groups (so-called impersonal boxes); in this case the format of the e-mail address is [name@unicamillus.org](mailto:name@unicamillus.org).

The University promotes the use of impersonal e-mail boxes among the categories of users referred to in art. 2 points 2 and 3, for the purpose of better functioning of the university organization and for greater protection of privacy for the individual participating users.

The impersonal boxes are released at the request of the position holder or the manager / coordinator of the work unit. The applicant assumes the role of pro-tempore owner in charge of the e-mail box and is responsible for its correct use pursuant to these regulations, in a completely similar way to a personal e-mail box.

The owner grants access to the e-mail box to all his/her collaborators. The individual authorized collaborators are responsible for the use pursuant to this regulation.

In the event of a new owner / manager taking over the organizational position, the property can be transferred to the successor who assumes the role of pro-tempore new owner.

The impersonal e-mail box remains active until the pro-tempore owner deactivates it, except in the cases of suspension of the service provided for by art. 7.

#### ART. 6

##### Use of personal e-mail box and use of impersonal e-mail box

For all internal communications (exchange of e-mails with other UniCamillus staff with personal e-mail box), only personal e-mail boxes ([name.surname@unicamillus.org](mailto:name.surname@unicamillus.org)) must be used.

For all external communications, to teachers (even if equipped with personal boxes) and to students, only the impersonal e-mail boxes must be used ([denominazione@unicamillus.org](mailto:denominazione@unicamillus.org)).

The contents of all emails, both personal and impersonal, must however be signed at the bottom with the sender's name and surname also in order to identify him within the same work unit.

#### ART. 7

##### Suspension of the service

UniCamillus can suspend the use of the e-mail service in the following cases:

1. failure by the user to comply with this regulation;
2. situations referred to in art. 3 and 4;
3. failure by the user to use the e-mail box for a period longer than six months.

#### ART. 8

##### Area of responsibility of the University

UniCamillus undertakes to use the user identification data for the sole purpose of providing and managing the service.

These data will be protected in compliance with current legislation on the processing of personal data.

UniCamillus is not responsible for the suspension of the institutional e-mail service due for example to:

- a. ordinary or extraordinary maintenance;
- b. unexpected and unpredictable malfunctioning and events;
- c. interventions for safety reasons.

In any case UniCamillus is not responsible for the cancellation, damage, failure to send / receive or failure to keep e-mail messages or other contents, deriving from failures and / or malfunctioning of the management devices and, in general, from the provision of the e-mail service itself or any additional services provided by the Provider.

UniCamillus will not store further messages, incoming or outgoing for individual e-mail boxes, which should exceed any space limits made available for each of them.

## ART. 9

### Areas of responsibility of the users

The e-mail box is the tool dedicated to institutional communications of the University and therefore users undertake to use it for these purposes.

The user agrees not to use the services covered by this regulation for illegal purposes, which are not compliant with this regulation or which in any case could damage UniCamillus or third parties.

The user assumes all criminal and civil liability and the burden of any burden deriving from improper use of the service. In particular, the user cannot use e-mail to send, also through links or attachments in any format (text, images, videos, audio, executable code, etc.), messages that contain or refer to:

- non-institutional, explicit or hidden advertising;
- advertising and / or requests for financing in favor of other entities or external structures;
- private commercial communications;
- incitement to violence and criminal behavior
- unhealthy material and contents (such as torture, etc.);
- pornographic or similar material, in particular in violation of Law no. 269 of 1998 "Rules against sexual exploitation of minors under the age of 18" and subsequent amendments.;
- discriminatory or harmful material in relation to race, sex, religion, etc;
- material that violates the privacy legislation;
- contents or materials that violate the property rights of third parties;
- defamatory or overtly offensive content;
- any content that does not comply with the provisions of the University's Code of Ethics and current legislation.

The above list is intended as an example and is not exhaustive.

Furthermore, the user cannot use the service in such a way as to affect or interfere with the correct functioning of the e-mail service and with the use of the service by other users. In no case the user will be able to use e-mail to spread harmful codes for computers such as viruses and the like.

The user cannot attempt to access e-mail boxes for which he is not authorized, through hacking, password forgery or other illegal or fraudulent means. In the event of a threat detection, the service will be suspended.

The user agrees to actively work to safeguard the confidentiality of his password and to report any situation that may affect it.

The user undertakes to implement on his e-mail access point all the appropriate and necessary measures to avoid, or in any case minimize, the disclosure of computer viruses and the like.

UniCamillus reserves the right to report any violations of these conditions of use to the competent bodies for the appropriate investigations and measures.

#### ART. 10

##### E-mail security

The University may use suitable tools and procedures to verify, quarantine or delete messages that could compromise the proper functioning of the service. The right of the University to access and / or modify the content of the e-mail box in the cases expressed in Art. 3 and 11.

#### ART. 11

##### Distribution lists

Without prejudice to the provisions of art. 9, the use by the University of distribution lists (mailing lists) is foreseen and allowed, for institutional purposes only.

The mailing lists are used by the University for sending messages to the users referred to in art. 2.

Each user will be included in one or more mailing lists (e.g. the list of students of a specific degree program, of all professors, of all technical-administrative staff, of all university staff, etc.).

#### Art.12

##### Final provisions

For all matters not provided for in this document, reference is made to the University's Statute and the laws in force.

For the legal and interpretative purposes of this Regulation, the text approved by the Organizational Technical Board, deposited at the Registrar's Office and written in Italian, of which a certified copy can be obtained, shall prevail.