

Make Time @Work for IM!



Employees are responsible for managing and protecting the government Information they use to do their jobs. The Office of the Chief Information Officer (OCIO) is asking you to take a minute at the beginning of your meeting to review this Information Management (IM) best practice. Remember, small changes in the way you work can make a big impact on our compliance with government's IM requirements.

Creating and Sending Email

Email is one of the primary ways that we conduct business.

- ◆ Remember when sending an email that once transmitted you lose control over what the recipient does with it. Therefore, it is important to be thoughtful in creating the content. Is it clear? Does it provide enough information so that the intent is understood?
- ◆ Limit cc's to those with a need to be informed
- ◆ Best practice is to not transmit personal and/or confidential government information by e-mail
- ◆ If it is necessary to transmit personal and/or confidential government information via e-mail, it is recommended that precautions be taken such as:
 - ◆ Limit the amount of personal or confidential information included in the e-mail to the minimum necessary
 - ◆ Use password protected zipped files to encrypt the sensitive information
- ◆ Check address listings carefully to ensure that the e-mail is not accidentally sent to the wrong recipient
- ◆ Include the original message in email response
- ◆ Do not forward government information to your personal e-mail account (e.g. Gmail, Hotmail, etc.).

To learn more about IM Best Practices contact your departmental IM division or visit the OCIO website: www.ocio.gov.nl.ca

For more information visit www.ocio.gov.nl.ca
or email us at IM@GOV.NL.CA

