

City College Self Service Email Forwarding Disclaimer

The purpose of the City College e-mail system is to provide the CCNY user community with a reliable and secure e-mail system as a means of communicating official, authenticated correspondence and transactions. On a daily basis e-mail facilitates thousands of official communications between our faculty, staff and students. Externally, the official CCNY e-mail address validates one's identity as a member of the CCNY and CUNY communities.

Some CCNY users have configured their CCNY e-mail accounts to automatically forward their CCNY e-mails (username@ccny.cuny.edu) to third party e-mail providers (e.g. Google, Yahoo, Microsoft, etc). Because there are serious legal implications and potential security consequences involved in forwarding official CCNY e-mails to a third party email provider, OIT strongly discourages you from configuring your CCNY e-mail account to automatically forward messages.

By choosing to forward your CCNY e-mails to a third party email provider you are attesting that you understand and agree to the following:

- Automatically forwarded e-mails are not protected by CCNY/CUNY's e-mail, information security and service desk infrastructure which could result in substantial personal inconvenience and exposure of your content.
- CCNY cannot guarantee or be held responsible for non-delivery or non-receipt of e-mails relayed through third party e-mail providers.
- When using a third party's e-mail service, you are subject to the terms-of-use of that third party's policy or contract, usually accepted at the time you signs up for the service.
- Many third party providers' terms-of-use specify that using their services entitles them to an ownership claim of content stored within their infrastructure.
- Some third party e-mail providers may collect, use and distribute content stored on within their system.
- E-mails stored on third-party systems may be read by humans or scanned and indexed by artificial intelligence systems (a practice prohibited by CUNY policy except in extenuating circumstances).

However, for our users' convenience, the Office of Information Technology (OIT) will continue to allow automated e-mail forwarding.

It is vital for our community of users to communicate using their official e-mail address. Recognizing this fact, the OIT has made considerable investments to develop a reliable, efficient and robust e-mail system. Our e-mail system is hosted on enterprise-grade, state-of-the-art software and hardware configured with a highly redundant infrastructure to ensure consistent high performance and minimal downtime.

Privacy and Security

The OIT understands the importance of safeguarding the privacy and security of CCNY users. We take this responsibility very seriously. In order to comply with federal, state and university regulations governing information that must be treated confidentially, our users may not collect, store, or forward e-mails containing College and University related non-public university information (NPUI). NPUI is personally identifiable information that uniquely identifies an individual. Examples include, but are not limited to:

- Academic and medical records
- Bank account, credit card numbers and other account numbers
- Social Security Numbers
- Data sets that could be used to identify individuals
- Names, addresses and other traceable identifiers
- Passwords and pin numbers

If you suspect that any confidential information has been forwarded, you must notify CCNY College's Office Information Technology (OIT) and/or the legal department so that appropriate steps can be taken to mitigate the misuse of such information.

Please make sure that you are in compliance with CUNY's electronic security policies and procedures available at <http://security.cuny.edu/>