

## **1. Objective and Scope**

The Kilmarnock Leisure Centre Trust must archive copies of e-mail messages for legal, regulatory, and/or operational reasons. They are committed to good business practice and upholding the laws and regulations that govern its operation.

The goal of this policy is to outline KLCT's procedures for archiving and retaining electronic e-mail messages.

## **2. Reference Documents**

### **Internal**

### **External**

- The Computer Misuse Act (1990)
- Data Protection Act (1998)
- Regulation of Investigatory Powers Act 2000

## **3. Policy**

### **3.1 What Shall Be Archived**

All relevant e-mail messages sent or received will be archived and retained for no more than 2 years.

View only the e-mails that are archived from their mailbox but will not be able to alter or delete these records.

They will be able to restore a copy of them back to their Mailboxes if required.

Auditor (full archive access) access will only be granted as required for Business or Legal investigation purposes and only for as long as required for the investigation.

## **4. Management Responsibility**

To ensure all employees are made aware of their responsibilities when using the company e-mail system

## **5. Review**

This procedure will be reviewed every two years.