

# Automatic Mail Forwarding

From 15 June 2023 the university has installed a 'no automatic mail forwarding to external email address' policy. For details, please read [UL policy Automatic Forwarding to external email address](#) or read the [policy document](#)

The University mail servers have been changed to revoke automatic mail forwarding to addresses outside the [leidenuniv.nl](#) domain. This is done to make sure mails with GDPR sensitive data are not automatically forwarded to places where the university does not have a GDPR processing agreement.

Since the Physics department has its own mail server we have to implement the university policy ourselves, but can be much more creative than rigorously disable all forwarding. We have negotiated with the University that any mail containing GDPR sensitive data will have the word 'Vertrouwelijk' or 'Confidential' in the subject of that mail. Given this identification we have implemented a filter in your `.procmailrc` file (Lorentz Institute) or Exchange filter (LION) that redirects any such mail back into your INBOX thus taking it out of the stream that allows you forwarding to an external email address.

In short, any email marked 'Vertrouwelijk' or 'Confidential' will go to your INBOX and all other email you can still forward to your favorite external (to [leidenuniv.nl](#)) email system. So you do not have to change anything, except look at your Sterrewacht inbox once in a while to see if a LeidenUniv GDPR sensitive mail has been sent to you.

**Note: If you write a confidential email to a Leiden employee you need to mark that mail with 'Vertrouwelijk' or 'Confidential' (put this word in the mail Subject) to abide by the University Mail Forwarding policy.**

For Institute Lorentz we have installed, at the beginning of your `.procmailrc` file, a ruleset that will do the above mentioned actions. So please do not remove that as it helps you to abide the university policy while retaining your automatic forward (if set).

For PHYSICS (exchange server) we have installed a system wide ruleset performing the above mentioned functionality. So if you have an automatic forward setup, you can retain it as the system ruleset fully implements the university policy.

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