Universiteit Leiden

Memo

CISO Office

To	Security Office
From	Chief Information Security Officer
C.c.	Data Protection Officer, Knowledge Security Policy Adviser, ISSC
Date	05.05.2023
Number	CO2301
Subject	Policy on automatically forwarding university emails

Introduction
Within an email environment, it is possible to create a rule that means that emails sent to a Leiden University mailbox are automatically forwarded to another email address. The other email address can also be outside the Leiden University environment. With the migration to Exchange Online (Microsoft 365), the option to automatically forward emails has been limited to addresses within the university tenant.

Policy
Automatic email forwarding from the university mailboxes of Leiden University staff is only permitted to internal email Leiden University addresses.

Emails containing sensitive information should be clearly identified as such with the text confidential (classification) in the subject field.

Scope
This policy applies to all staff of Leiden University, including all faculties and service departments. Leiden University students generally do not receive confidential university information and are therefore excluded from this policy.

Adoption and effective date
This policy has been adopted by the CISO and is effective from 15.06.2023.

Background
Until 15.06.2023, a 'forwarding rule' can be set on a university mailbox to any email address outside Leiden University. The sender of the email cannot see or check whether this email will be automatically forwarded to another email address. This means that information that is intended as Secret, Confidential or Internal, or is privacy sensitive, can be unconditionally forwarded to an email address outside Leiden University. As a result, there is a risk that this information automatically ends up outside Leiden University and thus possibly comes to the attention of unauthorised persons. This poses a significant risk to Leiden University and the sender, including with regard (but not limited) to: personal data, intellectual property or potentially relevant information for (cyber)attackers or activists. This policy mitigates the risks above of automatic forwarding rules to the maximum possible extent.

Preventing automatic forwarding does not affect manually forwarded emails. This remains possible but in that case involves a deliberate action by the university staff member.

Exceptions

A temporary exception to this policy can be requested from the Leiden University Security Office by submitting a reasoned request via the exception procedure.

See (log in):
https://www.medewerkers.universiteitleiden.nl/veiligheid/informatiebeveiliging-en-privacy/beleidsdocumenten?cf=bestuursbureau-expertisecentra&cd=bestuursbureau