



# E-Mail Access Request

Though University employees do not have any expectation of privacy with respect to utilizing the University's computer resources, University policy and applicable privacy laws may affect whether we can access personal emails or other electronic communications of an employee no longer with the University. Therefore, a former employee's e-mails/electronic communications should only be accessed for legitimate and justified business purposes. Moreover, the scope of any search or review of an employee's emails/electronic communications should be limited to only the minimum necessary to achieve the legitimate and justified business purposes.

You should ensure that adequate administrative, physical, and technical safeguards shall be utilized to protect the confidentiality of the employee's financial, health, credit card, social security, and educational record information, and no such information shall be shared, transmitted, or communicated to others. Further, it is your responsibility to ensure that any personal emails/electronic communications for the employee inadvertently accessed through your review are immediately deleted and removed from your system. In addition, we recommend that the date and purpose of the review be documented when accessing a terminated employee's e-mails/electronic communications in case such documentation becomes necessary to satisfy any privacy laws.

Access to the e-mail messages or other electronic communications of a past or present employee of the University must be approved by the head of Human Resources, the Information Security Officer and the University of Houston Systems' General Counsel. To initiate the approval process, please fill out this form, sign it and submit it to the University's Information Security Officer. By your signature, you acknowledge that you understand and agree with the above terms.

**I request to obtain access to the e-mail messages of:** \_\_\_\_\_

Name of the individual whose e-mail is being requested

\_\_\_\_\_  
E-mail account requested

\_\_\_\_\_  
Department

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business justification for the request:

I request past e-mail pertaining to the following topics:

\_\_\_\_\_  
Scope of e-mail topics to included

\_\_\_\_\_  
From date

\_\_\_\_\_  
To date

I request future e-mail be forwarded to:

\_\_\_\_\_  
Destination e-mail address

until

\_\_\_\_\_  
Expiration date

**By my signature, I acknowledge that I understand and agree to the terms contained in this document:**

\_\_\_\_\_  
Requestor (print name)

\_\_\_\_\_  
Requestor (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Account Holder's Supervisor (print name)

\_\_\_\_\_  
E-mail Account Holder's Supervisor (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Dep't Head (print name)

\_\_\_\_\_  
Human Resources Dep't Head (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Information Security Officer (print name)

\_\_\_\_\_  
Information Security Officer (signature)

\_\_\_\_\_  
Date

Approval by Office of General Counsel received:

\_\_\_\_\_  
Date