



Compliance Services

Doing the Right Thing Right: *Email Use*

Did you Know? Workforce members should not be emailing work-related documents to personal email addresses. This includes when working remote and need to print work-related documents.

What does this mean? Providence policy [*PSJH-EIS-950.08 Acceptable Use Standard*](#) prohibits the “use of third-party e-mail providers (e.g., personal e-mail accounts) to conduct Providence business.” Providence workforce members must use their work email to conduct business on behalf of Providence.

And the Providence policy [*PSJH-EIS-953.06 Cybersecurity Safeguards for Remote Work Location Standard*](#) outlines that “Only authorized workforce members will be granted print rights within Remote Working Locations”. It would be against policy to print work-related documents at a remote location unless you received the appropriate approval.

Email Expectations for Workforce Members:

- Do not use personal email addresses to conduct business on behalf of Providence.
- Do not send work-related information/documents to a personal email address for any reason.

Remember: The [Code of Conduct](#) applies to workforce members’ duty to take every precaution to safeguard patient information.

All external email is monitored. Workforce members found using personal email accounts, including the sending of email from a Providence email account to a personal email account, may be subject to disciplinary action.