Recognizing the convergence of technologies the UTS Policy on Electronic Communications that is based on 3 previous policies establishes principles and rules applying to all members of the University community to specifically address issues particular to the use of McMaster e-mail, electronic distribution lists and other methods of electronic communications.

2.1 UTS Managed McMaster Email System

University Technology Services maintains McMaster University email system that provides email services to McMaster community. McMaster email accounts are to be used to communicate on official university matters.

Any copyright violations, commercial advertising, e-mail harassment, chain letters, SPAMing, etc., are strictly forbidden and will be considered as a violation of this policy and will result in the immediate shutdown of the source email account or a mailing list.

It is email account holder’s responsibility to keep the account in good standing, not give out passwords, hold responsibility for any activity originating from that account and use the email account in ways that are responsible, ethical, and professional.
As part of normal system management, the university collects various types of data. This includes, but is not limited to, login/logout times, types of access, amount and size of messages sent and received, excluding the content of those messages, and amount of resources used. This information can be analysed for various purposes relating to the management of the email systems.

UTS reserves the right to delete an e-mail address that has been inactive for greater than 13 months.

Individuals who access electronic files or intercept electronic communications without appropriate authorization violate this policy and may be subject to criminal penalties. UTS may be asked to disclose information from an individual's electronic files or e-mail account without the individual's authorization and it will do so only upon:

- A written request from a University Manager or Officer co-signed or authorized by the appropriate vice-president.
- A search warrant

2.2 Official Communication with McMaster Community

2.2.01 Campus Wide Messages

In some events University may need to communicate with all students, employees and retirees – utilizing campus wide communication. Messages for such wide distribution may be approved by either:

- Office of Public Relations
- President
- Vice-President (Academic)
- Vice-President (Administration)
- CIO (Chief Information Officer)

An individual submitting a message to be distributed campus wide is responsible for the content of the message.