



TO: All Faculty and Staff

FROM: Kellie Campbell, Chief Information Officer
Tessa Lucey, Director of Compliance and Chief Privacy Officer

DATE: December 10, 2025

SUBJECT: Auto-Forwarding Emails

Dear UVM Faculty and Staff,

As part of our continuous efforts to strengthen the University's privacy and information security practices, I am writing to clarify expectations around the handling of University email.

Over time, several University policies—including the [Information Security Policy](#), the [Privacy Policy](#), and associated Operating Procedures—have established clear requirements for safeguarding University Non-Public Protected Data (NNPD). These policies collectively require that University data be protected, its disclosure limited, and its storage and transmission handled only through approved, secure University-managed services.

Because auto-forwarding sends UVM emails that could include NNPD outside University-managed systems, it can create a number of risks. These include loss of required safeguards, inability to verify encryption, disclosure to third parties without contractual protections, and challenges in meeting recordkeeping and legal hold obligations. For these reasons, existing policy requirements effectively prohibit employees and affiliates¹ from automatic forwarding of UVM email to external, non-UVM accounts.

While this expectation has been embedded in our policies for many years, we recognize that it has not always been stated explicitly. We are therefore taking this opportunity to clearly communicate the requirement and ensure consistent understanding across the University. As part of our broader policy modernization work, we will be updating relevant policy language to remove any ambiguity and to support the community in meeting these obligations.

Our goal is to promote a secure environment that protects University information, supports our legal and regulatory obligations, and maintains the integrity of institutional records. We appreciate your cooperation as we clarify these requirements and continue strengthening our shared data protection practices.

If you have questions about this clarification, [need help removing forwarding rules](#), or would like additional guidance, please contact the Information Security Office at iso@uvm.edu.

Thank you for your attention and for your continued commitment to protecting University data.

¹ While considered members of the university community, students are not affiliates in this context.