



COLLIN COUNTY

Information Services
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To: Judge Keith Self
Commissioner Webb
Commissioner Hill
Commissioner Williams
Commissioner Fletcher
Bill Bilyeu

From: Caren Skipworth, CIO

Date: November 2, 2015

Re: Computer and Internet Use Policy Update

The Information Technology department would like to respectfully inform Commissioners Court of an update to the existing Computer and Internet Use Policy and the companion User Acceptance Policy. These policies have been updated to better reflect changes within the industry with respect to email retention and rights to privacy.

Computer and Internet Use Policy General Policy section, paragraph 2 has been changed to state:

“While the Collin County Information Technology Department desires to provide a reasonable level of privacy, users should be aware that the data they create on Collin County systems remains the property of Collin County, is subject to Open Records Requests and possible legal procedures and **as such use of Collin County systems constitutes a waiver of all rights to privacy.**”

User Acceptance Document Data Ownership and Access section, item 3 has been changed to state:

“All information created in, sent or received via the e-mail system, network, Internet, Intranet or Extranet is the property of Collin County and subject to open records requests. Employees should not have any expectation of privacy regarding such information and use of County systems **constitutes a waiver of all rights to privacy.**”