



BUSINESS NOTICES POLICY

Approved By:	Senior Management Team
Date of Last Revision:	July 12, 2012
Responsible Office/Department:	Information Technology

Policy Statement

This shared folder contains postings from any Outlook user on events, announcements, or information of interest to the GVSU community and specifically pertaining to the University or its agents.

Procedures

Guidelines for consistent and proper use:

- Messages posted to this shared folder should pertain to GVSU sponsored programs, events, or activities.
- Messages intended for private business or personal profit should not be posted.
- Commercial message and advertisements for non-GVSU entities should not be posted.
- Additionally, messages posted to this bulletin board must respect the rights of other users; for example, they must comply with all University policies regarding sexual, racial, and other forms of harassment, and shall not divulge personal data concerning faculty, staff, or students without explicit authorization to do so.

Message life span:

- The author should delete any message posted here as soon as its purpose has been resolved (e.g., the announced event has passed).
- Messages will be deleted automatically after 7 days.