



THE UNIVERSITY OF NEW SOUTH WALES

UNSW Alumni Email Service Conditions of Use

The Service is an email account provided by UNSW that allows the user to keep just one email address for life, while offering a wide range of benefits exclusive to UNSW alumni. The user can choose to use their **@UNSWalumni.com** address in conjunction with the university's Unimail service, or with their existing email client (such as Outlook or Eudora); or if they prefer they can forward it to their existing email service provider.

Email Communications

The University uses electronic mail to communicate with alumni, and provides a central email account and "email address" for every alumnus. By default, University alumni email communications will be sent to these addresses and will be delivered to your central email account. If an alumnus wishes to forward their email to or from this address, they are responsible for arranging email to be forwarded to the account they use. The service allows for forwarded email to one address.

In order to use the life email services provided by UNSW IT Services, you must read and agree to abide by the following Conditions of Use and with any relevant University policy or other applicable law. The Conditions of Use, policies and laws are likely to change over time. By accepting these Conditions of Use you will be bound by them and by any new or altered conditions, policies or laws, whether or not such new or changed conditions, policies or laws are notified to you or are actually known to you. A reference to the Conditions of Use in this document means and includes applicable University policy and laws, from time to time.

Termination of Service

The University reserves the right, without notice, to withdraw from or, restrict or limit the availability of this communications facility to any user, or users, or to discontinue the service altogether, in its absolute discretion.

If an account is inactive for eighteen months or if bounce-backs from it are received, the service to that user will be terminated. You may easily re-apply for your life email by contacting the UNSW IT Services Desk if this occurs.

Operational matters

Alumni will be responsible for maintaining, updating and notifying their email communication details.

The University will apply spam filters to the email service.

Security, Confidentiality and Privacy

The University does not guarantee the protection of confidentiality, privacy or security of any information contained in the service. From time to time the University may be subject to lawful applications or orders to disclose information contained in the system. Disclosure otherwise will be in accordance with prevailing University policies regarding privacy.

Unless a breach of these conditions is suspected, the University will not view or screen alumni email communications.

Principles of Usage

The University will not be responsible to a user or any other person for loss or damage, including consequential loss or damage or loss of data, arising from or in any way connected with the operation or use of the service.

The basic principle governing the use to which the service may be put is that it must not be unlawful and should be in accordance with or consistent with the relevant rules, principles and policies which the University has and which it advocates and values.

Accordingly, the following are instances of the kind of usage which is not permitted. It is not an exhaustive list and is intended to be illustrative only of the kind of usage which is not permitted:

- Any commercial purpose (eg using this email address as your primary business email or to distribute advertising material of a third party).
- The deliberate or negligent accessing, preparing, storing, displaying or transmitting of racist, pornographic or other offensive material,
- Use of the service to harass, menace, defame, libel, vilify or discriminate against any person (whether within or outside the University). Examples of breaches to this rule could include the sending of obscene, abusive, fraudulent, threatening or repetitive messages.
- Tampering with other users' accounts in any way, including attempting to thwart the system security, setting password traps, and any other behaviour designed to interfere with other users' access to the service.
- Use of other users' accounts, a false identity or another person's identity to gain access to any aspect of the service. Allowing or assisting another person to obtain access to resources or information not authorised.

- Deliberately or negligently interfering with the operation or performance of a system by:
 - introducing viruses or other software components designed to interfere with the normal operation of a system
 - deleting, adding or modifying information relevant to the system's operation
 - obtaining extra resources without authorisation.
- Use of the service in ways which breach another's copyright, privacy rights or confidentiality.
- Circumventing, or attempting to circumvent security or obtaining or attempting to obtain information that would allow security to be circumvented.
- Using a resource not allocated or accessing material not permitted, whether by breaching security, using another's account or taking advantage of another person's negligence. This includes the use of resources in amounts or to a degree other than authorised.
- Copying, disclosure of, transferring, deleting, examining, renaming, changing or adding to software, data or information belonging to UNSW or another person unless permission has been granted or the software, data or information is clearly intended to be public.
- Any activity connected with the service or the transmission or receipt of information which a reasonable user would understand could impact adversely on the University's reputation.

Last Updated: May 2005