

Virtual Learning Academy Charter School (VLACS) is obligated to respect and, in many cases, to protect confidential data. There are, however, technical and legal limitations on VLACS's ability to protect confidentiality. For legal purposes, electronic communication (e-mail) is no different than a paper document. In limited circumstances, VLACS may be legally compelled to disclose information relating to business or personal use of e-mail to community members under certain state and/or federal laws, to governmental authorities or, in the context of litigation, to other third parties. E-mail may also contain information that should be retained in the official records of VLACS.

Unless the email involves information that VLACS must maintain in accordance with state or federal laws, or its Record Retention Policy, VLACS, in its discretion, may save email messages sent to or from the vlacs.org domain on its servers for a period of two years. If any employee has any doubt as to whether a particular email must be maintained as a matter of law or any VLACS policy, the employee should contact the Chief Executive Officer.

After two years and for those emails that VLACS is not required to retain as a matter of law or its policy, VLACS in its discretion, may either move the files to permanent media such as DVD-ROM and place the disks in storage, or destroy the files.

**References:**

**Date Adopted:** January 10, 2013

**Revision Dates:**

**Last Review Date:**