



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Anti-Spam

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Implementing Procedure For Policy # N/A

Date Approved/Revised:
4/16/09

Division: Administration & Finance

The College of Central Florida strictly enforces and requires that all college employees comply with this Anti-Spam Procedure.

"Spam" is unsolicited email messages including commercial email, bulk email and junk email sent to individuals who have not given their consent to receive such messages, who have not requested information contained in such messages and who have no prior professional or personal relationship with the sender.

CF Bulk E-Mail

The College of Central Florida strictly prohibits the use of the college name with the transmission, distribution or delivery of unsolicited bulk e-mails (spam). The College will only use bulk e-mail for the purpose of providing useful information about the College to recipients who have a relationship with the College or have expressed an interest in receiving College information. Distribution lists of e-mail addresses that are maintained by the College will never be sold.

All CF bulk email must provide the following:

- an appropriate subject line that is true to the content within the communication
- valid contact information
- instructions on how to unsubscribe from any CF e-mail distribution list
- information which will in some way be relevant and beneficial to the recipient

All CF bulk email must not contain:

- any content related to inappropriate subject matters
- any content, such that such posting, uploading, or transmission constitutes the infringement of any patent, trademark, trade secret, copyright or other proprietary rights of any party
- any materials that contain software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment
- content that is misleading or impersonates any person or entity

If anyone knows of or suspects any violations of CF's anti-spam procedure, they should notify the College immediately at lthelp@cf.edu. They may be asked to forward the unsolicited email to the College and to provide any other information that may help with an investigation.

Vice President, Administration & Finance		Date:
Approved by President		Date: