UNIVERZITA KARLOVA
3. lékařská fakulta

In Prague on March 21, 2025

Dean´s Provision no. 8/2025,
Establishing rules for the use of electronic mail by employees and students at the Third Faculty of Medicine of Charles University

Article 1
Introductory Provisions

1. 1. This directive regulates the rules for the creation, use and termination of email accounts of students and employees of the Third Faculty of Medicine, Charles University (hereinafter referred to as the "Third Faculty of Medicine" or the "Faculty").

2. 2. The aim of the directive is to determine the rules for uniform and secure electronic communication of all users within the faculty and towards external entities.

Article 2
The emergence of email boxes

1. The email account is automatically created:

   - **on the date of the employee´s employment relationship** with the Faculty,

   - **on the date of the student´s enrolment relationship** with the Faculty.

2. The e-mail address is assigned in the format **name.surname@lf3.cuni.cz**. If the first and last name match another user, a unique identifier X (number) is added, and the format of the assigned e-mail address is then **name.surnameX@lf3.cuni.cz**.

3. The maximum capacity of the email box is set at 10 GB. If the email box capacity limit is exhausted, no further emails can be delivered to the box. In justified cases, the email box capacity can be increased upon request sent to **it@lf3.cuni.cz**.

Article 3
Privacy Policy (GDPR)

1. When using email accounts, it is necessary to comply with the rules on personal data protection in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as the "GDPR") and the internal regulations of Charles University (hereinafter referred to as the "GDPR").

2. Users are obliged to follow Instruction No. 3 of the Charles University Personal Data Protection Officer, which is available at https://cuni.cz/UK-9142.html.

3. Any violation of GDPR principles when using email accounts may be dealt with in accordance with the Disciplinary Code for students of the Third Faculty of Medicine, Charles University and the Labour Code for employees.

Article 4
Using Faculty email addresses

1. Security and access options for the e-mail box are described at https://www.lf3.cuni.cz/3LF-831.html.

2. Employees and students are required to use the assigned e-mail address for all communication with the faculty, including communication with students, academic staff and the faculty administration.

3. The use of personal e-mail addresses for faculty communication is not permitted.

4. Employees and students are required to regularly check their faculty e-mail box and ensure that the capacity limit is not exceeded (see Article 2, paragraph 3).

5. The use of faculty e-mail addresses for personal communication is not permitted.

Article 5
Automatic forwarding of incoming emails and automatic reply in absence

1. Setting up automatic forwarding of incoming emails is permitted only in the case of an employment relationship of the person concerned with another workplace, exclusively through accounts maintained under the domain of one of the faculties and parts of Charles University, faculty hospitals, the Academy of Sciences of the Czech Republic (including joint workplaces of Charles University and the Academy of Sciences of the Czech Republic) and CESNET.

2. Redirects to email addresses outside of the listed organizations are not permitted and will be cancelled.

3. The faculty guarantees delivery of emails only to faculty addresses; delivery of forwarded emails to domains of other organizations cannot be technically guaranteed.

4. During long-term absences, it is recommended that employees set up an automatic absence notification with the contact information of another employee responsible for the relevant agenda.

5. To set up redirection, absence notifications and an overview of managed aliases, you can use the portal https://mailadmin.lf3.cuni.cz.

Article 6
The demise of email boxes

1. The ability to send emails from the email box is no longer available:

   - **on the date of termination of the employee's employment relationship** with the faculty,

- ○ **on the day the student finishes their studies** at the faculty.

2. No later than the date of termination of the employee's employment relationship with the faculty, the head of the relevant workplace shall ensure the transfer (forwarding) of all e-mail messages necessary for the further operation of the workplace managed by him to the e-mail address of another employee.

3. No later than the date of termination of the employee's employment relationship with the faculty, the head of the relevant department shall notify this fact by e-mail to it@lf3.cuni.cz and at the same time decide on the setting of automatic responses to incoming emails. Setting up forwarding of incoming emails to another employee is not permitted.

4. The email account expires automatically 90 days after the event specified in paragraph 1 of this article.

5. Options for extending the functionality of your email box:

   - ○ a former student or employee may request an extension of the validity of the email account for a **maximum period of 6 months** after the date of termination of the employment or student relationship with the faculty,

   - ○ the application is sent electronically to the email address it@lf3.cuni.cz,

   - ○ the application is subject to approval by the faculty secretary and must contain circumstances justifying the application,

   - ○ there is no entitlement to the request being granted.

6. After the standard or extended period of functionality of the email box has expired, the box will be cancelled and all emails will be irretrievably deleted.

Article 7
Special and Final Provisions

1. This Directive shall enter into force and effect on the date of its publication.

2. The administrator of the faculty IT services is responsible for compliance with the directive, with the exception of obligations assigned to individual employees.

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