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Topics Include:

Policy Assessment and Development

E-Risk Management

Data theft

Electronic Signatures

E-mail Records Management

Instant Messaging, SMS, and other "alternative" technologies

Firewalls, Encryption and other Information Security issues

Important Case Law and Statutes

E-MAIL RULES

A Business Guide to Managing Policies, Security, and Legal Issues for E-Mail and Digital Communication

- 78 percent of employers report that their employees are abusing e-mail and the Internet.
- Over 46 percent of US employers have disciplined or terminated employees for sending sexually suggestive or explicit material via the office e-mail system.
- Theft of confidential data accounted for over \$170 million in financial losses in 2002.
- Ninety percent of large corporations and government agencies suffered computer security breaches in 2001, with 80 percent reporting financial losses as a result.
- 68 per cent of employers cite fear of lawsuits as their number one fear regarding their email system.

E-mail Rules is the definitive guide for executives, managers and administrators in corporate and government HR, Legal, IT, Records Management and other departments charged with the responsibility of managing e-mail. Written in plain language, *E-mail Rules* provides practical guidance for organizations of all sizes. Co-author *Randolph A. Kahn*, attorney and founder of Kahn Consulting, Inc. provides **expert legal insight** into the everyday issues faced by managers in addressing e-mail related issues and concerns. *E-mail Rules* includes insightful **self-assessment surveys** that will enable you to quickly determine where your organization is succeeding and failing when it comes to managing e-mail and other digital communications. Powerful **statistics and studies** throughout the book clearly demonstrate the costs of ignoring the risks of e-mail and prove the benefits of being proactive.

- Learn the right way to identify, retain and manage the digital communications that must be treated as Business Records.
- Reduce workplace liabilities associated with e-mail and other forms of digital communication.
- Create the right policies and procedures that will not only protect your organization, but also reflect your corporate culture and operational needs.
- Learn why you should treat Instant Messaging, chatrooms, newsgroups, and other "alternative" methods of communicating with the same care as e-mail messages.
- Build the right team for identifying and managing the risk associated with your corporate e-mail system.
- Get the buy-in of senior managers and executives by presenting them with clear facts regarding the risks and costs of ignoring e-mail issues.

WHERE LAW & TECHNOLOGY MEET

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