

## **Email Confidentiality/Disclaimer Notice:**

Beginning February 1, 2016, all email messages sent to recipients external to Morehouse School of Medicine will have the following Institutionally approved Confidentiality/Disclaimer notice appended to the email message:

*CONFIDENTIALITY/DISCLAIMER NOTICE: This is PRIVATE communication. This message and all attachments have been sent by Morehouse School of Medicine and may contain confidential and privileged information that may be protected by State and/or Federal law. If you are not the intended recipient of this message, please notify the sender immediately by replying to this message, and then permanently delete it from your system. Any disclosure, copying, distribution or use of the information contained in, or attached to, this message is strictly prohibited.*

This message will be appended to email messages after it is sent by the sender and will not be viewable when creating a new email message.

This message will not be appended to email communications sent to users internal to Morehouse School of Medicine.

**If you currently have your own customized Confidentiality/Disclaimer notice as a part of your email signature, PLEASE DELETE the notice.** Failure to do so will result in the sending of a Confidentiality/Disclaimer notice that has not been institutionally approved, as well as two Confidentiality/Disclaimer notices.

If you have any questions or comments about this policy, please contact the Helpdesk at ext. 1111.