



Item 97

**ORDINANCE NO. 39
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

as of 13 April 2026

**on the Rules and Regulations for the creation, use and deactivation
of the University of Warsaw electronic mail**

Pursuant to § 36(1) of the Statute of the University of Warsaw (UW Monitor of 2019, item 190, as amended), it is hereby ordered as follows:

§ 1

The Rules and Regulations for the creation, use and deactivation of the University of Warsaw's electronic mail system, hereinafter referred to as the "Rules and Regulations", are hereby established and constitute an appendix hereto.

§ 2

Ordinance No. 279 of the Rector of the University of Warsaw of 10 December 2020 on the University of Warsaw email accounts (UW Monitor of 2020, item 496) is hereby repealed.

§ 3

The provisions of this Ordinance shall apply, after 30 days from the date of its entry into force, to the University of Warsaw email accounts belonging to:

- 1) persons whose employment at the University has terminated unless such termination results from retirement or the granting of a disability pension;
- 2) persons who have completed their studies or have been removed from the list of students or doctoral students, or in whose case proceedings for the award of a doctoral degree have been concluded;
- 3) associated persons

§ 4

The Ordinance shall enter into force on the day it is signed.

Rector of the University of
Warsaw *A. Z. Nowak*
Appendix

to Ordinance No. 39 of the Rector of the University of Warsaw as of 13 April 2026
on the Rules and Regulations for the creation, use and deactivation
of the University of Warsaw email accounts

RULES AND REGULATIONS FOR THE CREATION, USE AND DEACTIVATION OF THE UNIVERSITY OF WARSAW ELECTRONIC MAIL

Chapter 1 DEFINITIONS

§ 1

The terms used herein shall have the following meaning:

- 1) **mail domain administrator** – the head of an organisational unit of the University or an employee designated by the head, who is responsible for administering that unit's mail domain;
- 2) **system administrator** – the organisational unit of the University responsible for the operation of ICT systems, acting through authorised employees;
- 3) **alias** – an additional University of Warsaw email address assigned to an existing UW email account;
- 4) **authentication data** – information enabling a user to log in to their UW email account, in particular a username and password;
- 5) **doctoral student** – a participant in a doctoral school of the University of Warsaw;
- 6) **UW electronic mail** – an ICT system used for sending and receiving electronic messages within domains associated with the University;
- 7) **pensioner** – a former employee of the University whose employment at the University terminated upon retirement;
- 8) **UW organisational unit** – a unit referred to in § 11(1) of the Statute of the UW:
 - a) faculty;
 - b) college of studies and college of individual interdisciplinary studies;
 - c) doctoral school;
 - d) university-wide organisational unit;
 - e) joint unit;
 - f) organisational unit of university-wide administration.
- 9) **head of a UW organisational unit** – the dean of a faculty and the director/head of the unit referred to in item 8;
- 10) **UW email account** – a set of data and settings within the UW electronic mail system, assigned to a user, allowing them to send and receive messages;
- 11) **functional account** – a UW email account referred to in item 10, created for a specific category of matters, bodies, functions, entities, UW organisational units, students' and doctoral students' organisations, assigned to a user indicated in the application for its creation, and used for the performance of the University's tasks;
- 12) **associated person** – a person performing tasks for the UW under civil law contracts or other agreements, who is not an employee, doctoral student, student, pensioner or disability pensioner;
- 13) **email signature** – a standardised block of text and graphics automatically appended to the end of an email sent from the UW electronic mail system;
- 14) **employee** – a person employed at the University under an employment contract, irrespective of the duration of employment, position or working time;

- 15) **Organisational Rules and Regulations** – the Organisational Rules and Regulations at the University of Warsaw as of 25 September 2019 (UW Monitor of 2019, item 274, as amended);
- 16) **Work Rules and Regulations** – the Work Rules and Regulations at the University of Warsaw (consolidated text: UW Monitor of 2024, item 23);
- 17) **disability pensioner** – a former employee of the UW whose employment at the University terminated upon being granted a disability pension;
- 18) **Rector** – the Rector of the University of Warsaw;
- 19) **student** – a person pursuing first-cycle, second-cycle or long-cycle studies at the UW, as well as a participant in non-degree postgraduate studies;
- 20) **Statute** – the Statute of the University of Warsaw of 26 June 2019 (UW Monitor of 2019, item 190, as amended);
- 21) **University** – the University of Warsaw;
- 22) **USOS** – the University Study-Oriented System;
- 23) **user** – an employee, doctoral student, student, pensioner, disability pensioner or associated person for whom a UW email account is created;
- 24) **functional account user** – a user to whom a functional account is assigned pursuant to the rules set out in § 6.

Chapter 2 GENERAL PROVISIONS

§ 2

1. The provisions hereof shall apply to all categories of users and UW email accounts.

2. The UW electronic mail system is one of the official forms of information flow at the University. The system does not replace the system of electronic delivery within the meaning of the Act of 18 November 2020 on Electronic Delivery (consolidated text: Journal of Laws of 2024, item 1114, as amended).

3. In internal University matters where no specific form is required by generally applicable law, a declaration of intent made via the UW electronic mail system, which allows the sender to be identified, shall be deemed to be in documentary form.

4. Employees, doctoral students and students are required to hold UW email accounts and use them regularly, including for receiving messages.

5. In matters relating to the University's activities where email is required, users – and in particular employees when performing their official duties – must use only UW email accounts.

6. Correspondence referred to in section 5 that is sent by a user from an email address other than one in the University's domain shall not be recognised.

7. When processing personal data, participating in teaching activities or representing the University, users must make use of the UW electronic mail system for matters connected with those activities.

8. Users must comply with the principle of data minimisation and may transmit via the UW electronic mail system only such personal data as are necessary to achieve the intended purpose.

9. The UW electronic mail system administrator is the IT Networks Unit or another organisational unit designated in the applicable Organisational Rules and Regulations as responsible for the operation of the University's ICT systems.

10. The administrator shall specify in the technical documentation and make available to users on its website the following information:

- 1) the technical parameters of the UW electronic mail system, in particular account capacity and message limits;
- 2) permitted methods of configuring access to accounts from mobile devices and using email client software;
- 3) password policy requirements;
- 4) detailed technical and organisational requirements for information security.

Chapter 3 UW EMAIL ACCOUNTS

§ 3 UW Electronic Mail Domains

1. UW email accounts for employees, pensioners, disability pensioners and affiliated persons shall be created within the general University domain @uw.edu.pl.

2. Employees may hold additional UW email accounts within the domain of the organisational unit of the University in which they perform their duties.

3. Employees of university-wide administration may hold additional UW email accounts within the @adm.uw.edu.pl domain.

4. UW email accounts for doctoral students shall be created within the general University domain @uw.edu.pl.

5. Doctoral students may hold additional UW email accounts within the domain of the organisational unit of the University in which their supervisor is employed.

6. UW email accounts for students and postgraduate students shall be created within the @student.uw.edu.pl domain.

7. UW email accounts for members of students' self-government bodies and doctoral students' self-government bodies shall be created within the @samorzad.uw.edu.pl domain.

8. The creation of new domains for organisational units of the University shall not be permitted, subject to section 9.

9. In duly justified cases, determined by an important interest of the University, the Rector may grant consent for the creation of a new domain for an organisational unit of the University.

§ 4 Naming of UW Email Accounts

1. The names of UW email accounts, with the exception of functional accounts, shall be derived from the user's surname and shall include their initials or full given name(s). The account name may be supplemented with a numerical identifier.

2. The only permitted separator between individual elements of the identifier shall be a dot. The use of a hyphen shall be permitted for separating elements of compound surnames.

3. The preferred order of identifier formats, subject to availability, shall be as follows:

- 1) n.surname – initial of the given name and surname;
- 2) nn.surname – initials of the given names and surname;
- 3) name.surname – full given name and surname;
- 4) name1.name2.surname – full given names and surname;
- 5) any of the above with a numerical identifier.

§ 5

Creation of UW Email Accounts

1. The employee shall acquire the right to a UW email account on the date of commencement of their employment relationship with the University. The doctoral student or student shall acquire the right to a UW email account on the date of their admission to studies or to a doctoral school at the University.

2. The creation of an account referred to in section 1 shall be the responsibility of:

- 1) system administrator – in relation to accounts created in the following domains: @uw.edu.pl, @adm.uw.edu.pl, @student.uw.edu.pl and @samorzad.uw.edu.pl;
- 2) email domain administrator responsible for the relevant organisational unit of the University – in relation to accounts created in the domains of those units.

3. The user of UW electronic mail shall be informed of the creation of their UW email account.

4. Authentication data shall be provided to the user via secure communication channels or by means of mechanisms requiring a password change upon first login.

5. Only in justified cases, upon the request of the head of an organisational unit of the University, a UW email account may be created for an associated person for the duration of tasks performed for the University.

6. A UW email account for an associated person shall be created following the prior registration of their data in USOS by the head of the organisational unit of the University.

7. The following shall not be created for associated persons:

- 1) functional accounts;
- 2) UW email accounts in the domains of organisational units of the University;
- 3) aliases for existing accounts.

§ 6

Functional Accounts

1. A request for the creation of a functional UW email account shall be submitted to the system administrator, with the consent of the head of the relevant organisational unit of the University.

2. A request for the creation of a UW email account for a UW student organisation or a doctoral student organisation shall be submitted by its supervisor. Such an account shall be assigned to the supervisor who submitted the request. The supervisor shall be responsible for overseeing the use of the account. In the event of

a change of supervisor, the account shall be reassigned to the new supervisor upon their request.

3. The naming of UW email accounts referred to in section 1 and 2 shall correspond to the names of bodies, functions, entities, organisational units of the University, as well as University student organisations or doctoral student organisations.

In the case of a functional account created for a specific category of matters, the account name shall be specified in the request for its creation.

Chapter 4 **RULES FOR THE USE OF THE UW ELECTRONIC MAIL SYSTEM**

§ 7 **Permitted and Prohibited Use**

1. The use of the UW electronic mail system in any manner that may harm the good name of the University or violate generally applicable laws is strictly prohibited. In particular, the following actions shall be deemed prohibited:

- 1) any activities intended to conceal or misrepresent information concerning the author or recipient of a message, including their place of employment;
- 2) any activities resulting in the infringement of the personal rights of other users;
- 3) the use of the UW electronic mail for the purposes of conducting political activities or carrying out commercial activities unrelated to the performance of University tasks;
- 4) the use of the UW electronic mail for the distribution of unsolicited bulk correspondence (spam), as well as for any activities that interfere with the stability or availability of the University's network services.

2. Incidental use of UW electronic mail for the storage, sending and receipt of private messages is permitted, provided that such use does not violate generally applicable laws or internal University regulations. A user who makes use of UW electronic mail for private purposes shall be required to clearly identify such messages, in particular by including the designation "private" or an equivalent indication in the subject line. The use of UW electronic mail for private purposes shall be deemed to exceed the scope of incidental use, in particular where it places a significant burden on system resources or violates the provisions of section 1.

§ 8 **Obligations of the User**

1. Access to a UW email account shall be granted exclusively to the user to whom it has been assigned, subject to section 3.

2. Users, with the exception of students, shall be required to use an email signature in their messages. The email signature shall include, as applicable:

- 1) name and surname (including academic title or degree);
- 2) the name of the University's organisational unit;
- 3) the official address (street, number, postal code and city);
- 4) a telephone number including the country code +48 and the internal extension number (where applicable);
- 5) the email address (i.e. a repetition of the user's official address in the @uw.edu.pl domain).

3. The user of a functional account may authorise other persons to use the account. Such authorisation shall specify the scope of permissions granted and the period for which it is valid.

4. The user of a functional account shall maintain a register of granted authorisations, including:

- 1) the details of the authorised person;
- 2) the scope of the authorisation;
- 3) the period of validity of the authorisation.

5. The register referred to in section 4 shall be made available upon request to the system administrator or the head of the relevant organisational unit of the University.

6. An authorisation granted in respect of a functional account shall expire upon:

- 1) the expiry of the period for which it was granted;
- 2) its revocation by the user of the functional account;
- 3) the deactivation of the account;
- 4) the termination of the legal relationship between the authorised person and the University.

7. The head of the relevant organisational unit of the University may require the revocation of an authorisation where this is justified by an important interest of the University or of the organisational unit.

8. The authorised person shall be responsible for actions performed under an authorisation. The user of a functional account shall be responsible for the proper supervision of authorised persons.

9. The user shall be obliged to maintain the confidentiality of authentication data and not to disclose such data to third parties. The user shall not grant access to their UW email account to third parties, subject to section 3.

10. An email sent from a UW email account shall, as a rule, be deemed to have been sent by the user to whom the account is assigned, unless the circumstances indicate unauthorised access to the account or another security breach.

11. The forwarding of UW electronic mail to external ICT systems without the consent of the system administrator is prohibited.

12. It is prohibited to disclose authentication data for a UW email account to ICT systems not managed by the University.

13. The prohibitions referred to in sections 11 and 12 shall not apply to the configuration of access to a UW email account on mobile devices or by means of email client software, in accordance with the requirements specified by the system administrator.

14. In the event that an email is sent to an unauthorised recipient, the user shall be required to take immediate action to mitigate the effects of the incident, in particular:

- 1) to inform the unauthorised recipient that the message was sent in error and to request its deletion without further dissemination;
- 2) to report the incident without delay to their superior and to the University's Data Protection Officer;

- 3) to provide the information necessary to assess the incident, in particular details of the data involved, the number of recipients and the time the message was sent.

§ 9 Security

1. The user shall be required to apply technical and organisational measures to ensure information security, as specified in separate provisions and internal University regulations, in particular:

- 1) to use multi-factor authentication;
- 2) to comply with the password policy established by the system administrator;
- 3) not to disclose authentication data to third parties;
- 4) to report without delay to the system administrator any suspected security breach of the account or the receipt of a phishing message;
- 5) to participate in cybersecurity training organised by the University.

2. When transmitting special categories of personal data or information covered by legally protected confidentiality via UW electronic mail, the user shall apply available encryption measures to messages or attachments.

3. The system administrator shall inform users of the available encryption measures referred to in section 2 and of the rules for their use.

§ 10 Mass Mailing

1. Mass mailing may be used exclusively for the dissemination of information of an organisational, administrative or University-related nature.

2. University-wide mass mailing via UW electronic mail shall be carried out and overseen by the University Spokesperson or employees authorised by them, the Vice-Chancellor for IT or employees authorised by them, and the Bursar or employees authorised by them. The Rector may authorise other persons to carry out and supervise mass mailing at the University.

3. Mass mailing via UW electronic mail within an organisational unit of the University shall be carried out and overseen by the head of that unit or authorised employees of that unit.

4. Mass mailing via UW electronic mail addressed to students or doctoral students may be carried out and overseen by the University Spokesperson or employees authorised by them, as well as, as appropriate, the Vice-Rector responsible for student or doctoral affairs, the central administrative unit responsible for handling administrative matters relating to the teaching and learning provision for students or doctoral students, a doctoral school, or students' or doctoral students' self-government bodies. The Rector may authorise other persons to carry out and oversee mass mailing addressed to students or doctoral students at the University.

§ 11 Obligations of the Heads of Organisational Units

1. Heads of organisational units of the University shall be required, on an ongoing basis, to:

- 1) supervise users performing duties within those units in respect of their compliance with the obligations arising from these Rules and Regulations;

- 2) maintain and regularly update a register of UW email account addresses of employees, students, doctoral students and associated persons in USOS.

2. Heads of organisational units of the University that operate their own domains shall be required to:

- 1) ensure the security of the IT infrastructure in use and bear responsibility for maintaining data and system protection standards within the domain under their authority;
- 2) notify the system administrator of the email domains used within the unit;
- 3) designate a domain administrator responsible for the email domain of the relevant organisational unit of the University.

Chapter 5 DEACTIVATION OF UW EMAIL ACCOUNTS

§ 12 Deactivation of UW email accounts

1. A UW email account is automatically deactivated by the system administrator, and an account in a UW organisational unit's domain – by that unit's system administrator, in the following cases:

- 1) the termination of an employee's employment at the University unless such termination results from retirement or the granting of a disability pension;
- 2) upon a student's graduation, the conclusion of the proceedings for the award of a doctoral degree, or removal from the list of students or doctoral students;
- 3) the completion of tasks performed for the University by an associated person.

2. Information about the grounds for account deactivation referred to in section 1 shall be recorded in USOS.

3. A UW email account is deactivated:

- 1) within seven (7) days from the date on which the system administrator receives information about the conditions referred to in section 1 points 1 and 3;
- 2) within twelve (12) months from the date on which the circumstances referred to in section 1 point 2 arise.

4. A UW email account is not automatically deactivated in the following cases:

- 1) a student who continues their studies in another field or fields of studies;
- 2) an employee who continues in employment under a subsequent contract immediately after the termination of their employment at the University.

5. In duly justified cases, at the request of the head of the relevant UW organisational unit, the Rector may grant a pensioner, disability pensioner, employee or associated person limited access to official correspondence to the extent necessary to protect the University's legitimate interests. Such access is granted by the Rector, with due regard to the principle of data minimisation and the confidentiality of correspondence.

6. Once a UW email account has been deactivated, the data is archived for as long as necessary to comply with legal obligations, protect claims and meet security policy requirements, subject to periodic review.

7. Before the termination of employment or the end of cooperation with the University, a user must remove any private messages from their account. In the event

of immediate termination of employment, this obligation must be fulfilled on the date of termination, unless this is precluded by law or there is a legitimate interest in retaining private content.

8. The right to access archived account content relating to official correspondence lies with the head of the relevant UW organisational unit, in accordance with applicable regulations on personal data protection, the confidentiality of correspondence and archiving.

9. Users are not permitted to export data contained in their University of Warsaw email accounts to external IT systems. Data may be exported in justified cases, in particular for the purposes of legal or administrative proceedings, with the consent of the system administrator, except for data constituting a user's private correspondence.

10. The University may deactivate a UW email account if it is used in breach of the Rules and Regulations or where its use may jeopardise the University's interests or reputation.

11. Once an account has been deactivated, the system administrator sets up an automatic reply informing senders of the deactivation and providing appropriate contact details for business matters; the reply remains active for no more than three (3) months.

12. A person whose UW email account has been deactivated may request the deletion of personal data from that account, in accordance with the right to erasure under Article 17(1) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (OJ L 119, 4.5.2016, pp. 1–88).

13. Authorised employees of the system administrator and the University's Data Protection Officer may access a former user's UW email account only to the extent necessary to perform technical tasks, investigate a personal data breach, or carry out an audit.

Chapter 6 LIABILITY

§ 13

1. The system administrator may shut down the UW electronic mail system in an emergency without prior notice to users. This may be done where necessary to ensure system security, data integrity or the continuity of the University's operations. In such cases, the system administrator shall promptly notify users of the reasons for, and the scope of, the measures taken, unless this would contravene the law and the decision has been documented.

2. The University shall not be liable for any damage resulting from disruptions to the operation of the UW electronic mail system, provided that it has exercised due care, in particular in ensuring system security and data protection.

3. Use of the UW electronic mail system for private purposes, including the storage, sending or receipt of messages, is at the user's own risk. The University accepts no responsibility for the content of messages sent in connection with such use, or for any consequences arising therefrom. This provision does not exclude the University's liability arising from a breach of its obligations relating

to cybersecurity, personal data protection or applicable law, or its authority to take measures provided for in legislation or internal regulations, in particular in the event of a breach of those provisions.

4. The University shall not be liable for any damage caused solely by the user's acts or omissions, including use of the UW electronic mail system in breach of the Rules and Regulations or applicable law, provided that the University has exercised due diligence in the performance of its duties.

5. The University shall not be liable for any damage resulting from unauthorised access to a UW email account where:

- 1) this resulted from the user's fault, in particular from a breach of the obligations referred to in § 9(1);
- 2) was due to circumstances beyond the University's control, and the University had implemented security measures appropriate to the risks and in compliance with applicable law.

6. The University shall not be liable for data loss caused by external factors (e.g. cable, hardware or software failure) or other circumstances beyond its control, provided that it has exercised due diligence in securing its systems and data.

7. The UW electronic mail system and the University's ICT resources form an integral part of the infrastructure supporting the achievement of its objectives.

8. The UW electronic mail system logs events relating to account access, in particular logins, permission changes and administrative access.

9. Monitoring of UW email accounts belonging to University employees is carried out in accordance with labour law and the Work Rules and Regulations.

10. Apart from automated processing by anti-spam and antivirus systems, the University does not routinely monitor the content of users' messages.

11. The system administrator may access the contents of a UW email account only with the consent of the University's Data Protection Officer and at the request of the head of the relevant organisational unit of the University, in the following cases:

- 1) a reasonable suspicion that the user has acted in breach of the Regulations or applicable law;
- 2) the need to ensure the continuity of the University's operations or protect its vital interests;
- 3) at the request of a competent public authority, where such an obligation arises under applicable law.

The review of the account's contents does not include messages marked as private, unless there are reasonable grounds to question such marking.

12. Data stored in the UW electronic mail system may be disclosed to public authorities only in accordance with, and within the limits of, specific regulations, taking into account the principles of data minimisation and proportionality. The system administrator shall promptly notify the Rector and the University Data Protection Officer of any request for access to data, unless such notification is excluded by law and compliance with the applicable regulations has been documented.

13. State authorities responsible for maintaining public order and internal security may access data stored in the UW electronic mail systems only to the extent provided for in the provisions on the protection of university premises set out in Article 50(3)–(5) of the Act – Law on Higher Education and Science

(consolidated text: Journal of Laws of 2024, item 1571, as amended), and in compliance with applicable data protection regulations.

14. Authorised entities may access IT systems or data relating to traffic or the content of communications only with the prior consent of the Rector, a person authorised by the Rector, or the University Data Protection Officer, and only to the extent necessary, except in cases of an immediate threat to human life or a natural disaster, in accordance with the procedure laid down in the Act.