

RANZCOG Email Accounts for Trainees

Terms of Use

It is important that you read these Terms of Use. In using the email service that the College provides, you agree to and are bound by the Terms of Use, as well as the general disclaimer on the RANZCOG website.

Introduction

Each RANZCOG trainee is provided with a unique email account. This email account shall be the ONLY email account that is to be used for email contact between the College and the trainee and, indeed, is to be the primary means by which communication is maintained between the College and the trainee. Accordingly, it is important that trainees access their accounts regularly (at least once a week).

Technical details

The account address is generally of the format firstname.lastname@trainee.ranzcog.edu.au. In some instances, e.g. where two or more trainees share the same first and last name, some variation will be necessary to distinguish between the two individuals.

The account is web-based, thus enabling the user to access email from any computer that is provided with Internet access. Email is to be accessed via the following Internet address (or any other address that is specified by the College from time to time):

<https://outlook.office365.com>

When logging on, you will be prompted to enter a user name and password, both of which have been sent to you.

- If you don't have or cannot recall your password than please contact Information Technology at College House on helpdesk@ranzcog.edu.au

Trainee Undertakings and Responsibilities

The trainee acknowledges that:

- The provided email account shall be the ONLY email account that is to be used for communication between the College and the trainee (the trainee may not nominate another email account, and all previously used accounts shall no longer be used for communication between the College and the trainee).
- The email account shall be the primary mode of communication between the College and the trainee.
- Instructions, requests, applications and submissions conveyed to the College via the provided email account shall be taken to have been made by the person to whom the email account has been allocated.

Although the account is provided for the purpose of facilitating communication between the College and the trainee, the College will permit the use of the email account for private purposes. The email account is not to be used, however, for the purposes of running a private business or for publication of a journal, newsletter or the like, and must not be used to send spam (unsolicited commercial electronic messaging).

The trainee undertakes to:

- As far as is practicable, not use any other email account to send email to the College. The College will only communicate with trainees via their College email account and will not send reply emails to other accounts.
- Regularly access the provided email account, in full knowledge that the account is the primary mode of communication between the College and the trainee.
- Accept responsibility for the email account, including accepting responsibility for his/her own communications and for any consequences arising from such communication.
- Not allow another person to use the email account for any purpose.
- Not access another trainee's email account.
- Keep secure and confidential the password that has been provided for logging into the email account (this includes not sharing passwords). Also, trainees must log off when they have finished accessing their email account.
- Not impersonate another person by sending a message which appears to have originated from another person's account.
- Use the provided email account ethically and lawfully, in accordance with Australian and New Zealand law.

The account shall have an available space quota that is to be determined at the discretion of the College. This quota shall not, however, be less than 50 MB in the first instance.

It is the responsibility of the trainee to maintain sufficient space in the account to allow the receipt of emails from the College, even those containing attachments of several megabytes in size. The system will send an email alert to the user when available space drops below 10 MB. The trainee should seek to maintain no less than 10 MB of free space by deleting unwanted content. Where the available space on an account drops to zero, the account will be shut down and the user shall be unable to send or receive emails until he/she frees up space by deleting content.

Should it choose to do so, the College may assist in maintaining adequate space by either manually or automatically deleting messages from the trainee's account. Where such deletion does occur, it may be carried out without prior warning. The College accepts no responsibility for the consequent loss of any information that might result from such deletion, nor does the College accept responsibility for the non-receipt of emails into the trainee's account due to inadequate space being available. Similarly, the College accepts no responsibility for the user's inability to send emails due to insufficient space being available on the account.

College Undertakings and Responsibilities

The College provides the email service on an *as is* and *as available* basis. Accordingly, the College accepts no responsibility nor any liability for the availability, timeliness, security or reliability of the email service.

The College accepts no responsibility for

- loss or damage, or consequential loss or damage, arising from the use of its email facilities for training or personal purposes.
- loss of data or damage to data arising from its maintenance, or lack of maintenance of the email facility.

The College accepts no obligation to monitor email but reserves the right to do so. The College may undertake, at its discretion, to employ the use of spam and/or virus filtering software and/or other types of filtering software. The College accepts, however, no responsibility for unwanted/unsolicited email being received by the trainee's account, nor does the College accept any responsibility for the non-receipt of email. Similarly, the College accepts no responsibility for loss, damage or inconvenience resulting from viruses or related software transmitted via its email service.

The College undertakes to protect the privacy of users in accordance with Australian and New Zealand privacy legislation and in accordance with its own privacy policy. Email addresses will not be made available to third parties without the consent of the user.

The College reserves the right to modify, suspend or discontinue the email service with or without notice at any time and without any liability to the user.

The email account shall be terminated upon the completion of training and all data remaining in the account at that time shall be deleted.