

Prot. N. IMT 01382.VI.2.8.05.02

Lucca, 28/05/2009

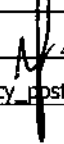

**To the attention of:** PhD Students,  
Researchers,  
Staff,  
Support

**Subject: Policy for the use of email addresses @IMT with particular regard to the privacy**

While awaiting for the drawing up of a more detailed and complete policy about the use of IMT email addresses, please be informed that:

- The first configuration of the email box is accomplished by IMT Support service (Support).
- Support provide the email box owner with a password in order to access the mail for the first time.
- The owner will be able to modify the password every time he/she wants, after the first access.
- The passwords are stored encrypted.
- If the owner forgets the password, he/she can obtain a new one as follows:
  - 1) If the owner has already set an alternate email address on his/her webmail (by choosing Tools → Accounts) at <http://webmail.imtlucca.it/> he/she will be able to select "Forgot Password" and, following the instructions, he/she will receive the new password to the alternate email address.
  - 2) The owner can contact Support directly in order to have the password reset and to receive a new one. The owner will then modify the password after the first access to the webmail as described above.
- The system administrator (Support) is the only responsible for the data.
- It is strictly forbidden to the system administrator to provide any kind of information about the system that stores the data with the exception of request by judicial authorities.

Thank you in advance for your cooperation. The Administrative Director is available to address any questions or concerns regarding this policy.

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INSTITUTE  
FOR ADVANCED  
STUDIES  
LUCCA

Best regards,

The Director  
IMT Institute for Advanced Studies, Lucca  
(Prof. Fabio Pammolli)

Autore/i: pc	C.C.: IT	Coord.:	DA:
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