

## **Terms & Conditions**

### **Alumni Access to a tcd.ie email account**

#### **The benefit**

All students who commenced their studies in Trinity College Dublin before October 2023 will be able to continue to use their @tcd.ie email account upon graduation. Alumni email accounts are provided by Google. However as Google have imposed significant charges on space, accounts will be limited to email only with a space limit applied to each user of 5GB. There is no access to other Google Apps, including Google Drive and Photo.

This is currently a free benefit from Trinity. Trinity will engage with a third party supplier to provide password retrieval and reset support to alumni, the cost of which will be covered by the university.

#### **Eligibility**

This benefit is currently available to graduates of Trinity College Dublin who commenced their studies before October 2023 and who graduated from 2007 on.

This limitation is due to current cost considerations. Trinity will continue to explore the possibility of extending this benefit beyond this cohort of alumni.

#### **Purpose of use**

The provision of this benefit is strictly for personal use only. The Trinity email should not be used for any business purposes or to represent Trinity in any way, such as a current student or current staff member. Any abuse of this purpose shall result in a review of the content and Trinity will take action, including limiting or terminating a user's access to the Trinity email account.

#### **Policies for use**

Trinity needs to curb abuses that may threaten our ability to continue to provide these services, and we ask that all alumni abide by the policies below to help us achieve this goal. After we are notified of a potential policy violation, we may review the content and take action, including limiting or terminating a user's access to their email account.

These policies will be updated from time to time.

#### **Storage limit**

We will take action on accounts that go above storage quota limits, this will include prohibiting the sending or receiving of messages if you exceed your storage quota. We may also delete content from your account if you fail to reduce your storage.

#### **Account inactivity**

You must use the services in order for them to remain active. Activity includes accessing your email account at least every 2 years. Email accounts that are inactive for 2 years will be disabled. If, after the account has been disabled, the alumni does not contact the managed service provider within 6 months, the account will be marked for deletion.

## **Report abuse**

Make sure to read the policies below to understand how we define abusive behaviour. Trinity may disable accounts that are found to be in violation of our policies. If your account is disabled, and you believe it was a mistake, please email [alumni@tcd.ie](mailto:alumni@tcd.ie).

## **Spam and bulk mail**

Please do not use your Trinity email to distribute spam or unsolicited commercial mail.

You are not allowed to use your Trinity email account to send email in violation of the [General Data Protection Regulation \(GDPR\)](#) and Regulation 13 of the [ePrivacy Regulations 2011](#) or other anti-spam laws; to send unauthorized email via open, third-party servers; or to distribute the email addresses of any person without their consent.

You are not allowed to automate the Trinity email interface, whether to send, delete, or filter emails, in a manner that misleads or deceives users.

Please keep in mind that your definition of “unsolicited” or “unwanted” mail may differ from your email recipients’ perception. Exercise judgment when sending email to a large number of recipients, even if the recipients elected to receive emails from you in the past. When Gmail users mark emails as spam, it increases the likelihood that future messages you send will also be classified as spam by our anti-abuse systems.

You’re also not allowed to buy, sell or trade Trinity email accounts to others.

## **Malware**

Do not use your Trinity email to transmit viruses, malware, worms, defects, Trojan horses, corrupted files, or any other items of a destructive or deceptive nature. In addition, do not distribute content that harms or interferes with the operation of networks, servers, or other infrastructure belonging to Trinity or others.

## **Fraud, phishing, and other deceptive practices**

You may not access another user’s Trinity account without their explicit permission.

Do not use your Trinity email for phishing.

Refrain from soliciting or collecting sensitive data, including but not limited to passwords, financial details, and Social Security numbers.

Do not send messages to trick, mislead, or deceive other users into sharing information under false pretences. This includes impersonating another person, company, or entity with the intent to deceive or mislead.

## **Child Safety**

Trinity and Google have a zero-tolerance policy against child sexual abuse imagery. If we become aware of such content, we will report it to An Garda Síochána as required by law. We will also terminate the email accounts of those involved.

Trinity prohibits the grooming of children using a Trinity email which is defined as a set of actions aimed at establishing a connection with a child to lower the child's inhibitions in preparation for sexual abuse, trafficking, or other exploitation.

If you believe a child is in danger of or has been subject to abuse, exploitation, or been trafficked, contact An Garda Siochana or your local Garda or Police Station immediately.

### **Copyright**

Please respect copyright laws.

Do not infringe on the intellectual property rights of others, including patent, trademark, trade secret, or other proprietary rights.

You are also not allowed to encourage or induce others to violate intellectual property rights.

### **Harassment**

Do not use your Trinity email account to harass, intimidate or threaten others. Anyone found to be using their account for these purposes will have their account disabled.

### **Illegal Activity**

Do not use your Trinity email account to promote, organize, or engage in unlawful activities.

In all circumstances access to your Trinity email is a privilege granted by Trinity and not an automatic right. Trinity, retains, at its sole discretion, the right to withdraw email privileges.