**Global Banking School**
**+44 (0) 207 539 3548**

info@globalbanking.ac.uk

www.globalbanking.ac.uk

**891 Greenford Road, London**

**UB6 0HE**

# GBS Anti-Spam and Anti-Virus Policy

**©2022 Global Banking School**

| Document title | GBS Anti-Spam and Anti-Virus Policy |
|---|---|
| **Version** | V2.1 |
| **Approved by** (Oversight Committee) | Board of Directors |
| **Policy lead** (Staff member accountable) | Managing Director |
| **Date of original approval** | March 2019 |
| **Date of last review** | December 2024 |
| **Changes made at the last review:** | Minor editorial changes (December 2024) |
| **Date effective from** | December 2024 |
| **Date of next review** | December 2026 |

| **Related GBS policies** |
|---|

GBS Data Protection Policy

GBS Equality and Diversity Policy

GBS Freedom of Speech Policy

GBS Anti-Harassment and Anti-Bullying Policy

GBS Student Disciplinary Policy and Procedure

GBS Staff Disciplinary Policy

GBS Email Usage Policy

6. GOV.UK Statutory Guidance, *Prevent duty guidance*, Accessed online at: https://www.gov.uk/government/publications/prevent-duty-guidance

7. UK Public General Acts,

**Global Banking School Anti-Spam and Anti-Virus Policy**

## 1. Policy Statement

1.1. Global Banking School (GBS) recognises the vital role information technology plays in GBS missions as well as the importance in an academic environment of protecting information in all forms. ICT facilities are primarily provided to enable

assigns a score to each message it sees, which can subsequently be used to determine the message's disposition.

5.4.2   SpamAssassin is run on the main GBS mail relays. It scans all messages coming into the mail relays from networks outside of GBS. It adds headers to a scanned message containing indications of the spam score assigned to it, and the mail system then continues processing the message as normal.

## 5.5 **Thresholds**

5.5.1   The main control over the spam filtering is a number called the threshold. Messages rated with a score equal to or greater than the threshold are filed in the likely spam folder; messages rated less than the threshold are not affected and will be delivered to your inbox (unless there are subsequent filtering rules in place which might affect it).

5.5.2   At any given threshold there is always a chance that a spam message is filed in your inbox (a false negative) and a chance that a non-spam is filed in the likely spam folder (a false positive). If you increase the filtering threshold, the chance of false negatives increases, so more spam gets through to your inbox. At the same time, the chance of false positives decreases, so less non-spam mail is filed along with the spam.

5.5.3   Where the threshold should be set depends on the sort of email that each user receives. If you receive mail that tends to score highly, such as HTML-formatted newsletters, commercial announcements, and so on, you may prefer a higher threshold to allow this mail through to your inbox while accepting that a higher amount of spam will get through with it. If you receive only relatively "clean" mail, you may prefer a lower threshold. You may also prefer a lower threshold if you are prepared to check your likely spam folder often, while a higher threshold would allow you to check it less often.

## 6.   **Monitoring and Review**

6.1 This policy may be amended by GBS at any time and will be reviewed annually to ensure it is fit for purpose. Any issues related to the monitoring and review of this policy, please contact asqo@globalbanking.ac.uk.

## 7.   **Data Protection and Confidentiality**

the Information Commissioners website.

GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with  theth06tteq0.r0 0 1 91 0 0 eW*nQ 0 eW*nQ 0 eW*nQ 0 eW*nQ 0 eW*nQ 0 eW*nQ 0 eW*nQ 0 ette