

**Subjects:** Professional Emails

**Occupation:** Employee

**Data type:** Private

## What must I do with my private emails when I leave my job?

Through his professional e-mail, an employee also received his private emails.

He left his job after some time.

He realized that his email in-box contained many private emails

and it was imperative to transfer these emails to a private address and remove them from his professional account.

The employee was thus assured that his employer would not have access to his correspondence.

### Recommendations

The employee must transfer his private emails to a private email address and remove his professional account. Failing this they will be sorted by the employer or destroyed. The employer must disable the email account once the employee has left the company.

### Basic principles

[Art. 13 al.1 Cst.](#)

Respect for privacy, including correspondence.

### Resources