

INFORMATION TECHNOLOGY POLICY

1. Policy statement

The extensive use of information technology means that it is essential that the church has clear policy and procedures about access and disclosure of electronic material created, sent, received or stored either via the Internet or our internal networks by all employees.

Electronic material includes e-mails, or any material that can be downloaded via the Internet or sent across our intranet.

This policy should be read in conjunction the policy on Social Media detailed elsewhere.

2. Scope

This policy applies to all employees.

3. Policy

3.1 Electronic mail and attachments

General use: Our e-mail system is a business tool and should be used for the church's use; files should only contain appropriate material connected with our work.

Personal use: You may use e-mail for reasonable limited personal use, but this use will be viewed in the light of the preceding paragraph. Please note that e-mail access is not a contractual right and we reserve the right to remove external e-mail access if we believe an employee is misusing this facility.

Restrictions on use: please note the following:

- The volume of personal e-mails, internal & external, must be kept to a minimum.
- Forwarding inappropriate material¹, especially material which constitutes a criminal offence², via e-mail is not allowed.
- Storing and/forwarding chain letters is not allowed.
- You should not use the church system to purchase personal goods or services or for gambling or conducting illegal activities.
- You should not overload the system with mail that is not directly related to the church's work.

¹ Inappropriate: defined as material (image or script) which is offensive (i.e. causes distress, embarrassment, discomfort, or insult to the recipient or which is interpreted by others as such. Racial & sexual topics are examples, though not exhaustive, of such material.

² Criminal: defined as possession or distribution of pornography, or sending a message or other matter that is grossly offensive, obscene or of a menacing character, or which causes annoyance, inconvenience or needless anxiety.

Monitoring: the church retains the right to monitor all e-mails sent and received on its system; this includes e-mails marked private & confidential. While monitoring of confidential e-mail is only carried out in exceptional circumstances, you are advised not to send or store messages you would not want a 3rd party to read.

3.2 Internet Use

General: The Internet is provided as a business tool and should be used for the church's work; stored files should contain appropriate material connected with our work.

Personal use: You may use the Internet for reasonable limited personal use, but this use will be viewed in the light of the paragraph above. Please note that Internet access is not a contractual right and the church reserves the right to remove access if it believes an employee is misusing this facility.

Restrictions on use: Please note that you may not:

- Knowingly access Internet sites or download material which constitutes a criminal offence³ or which is inappropriate⁴
- Purchase goods or services for personal use via the Internet.
- Carry out personal Internet banking transactions, or gamble or solicit for personal profit.

Monitoring: the church retains the right to carry our regular review of Internet logs and will ensure controls to prevent access to designated sites are permanently activated. Action will be taken against any colleague who misuses the facility.

³ See definition on page 1.

⁴ See definition on page 1.