

## POLICY FOR ST MARY'S EMAIL ACCOUNTS

St Mary's email accounts are hosted by IONOS.

The church email system should not be used for immoral or illegal purposes.

Attention is drawn to the PCC's Data Protection policy and its guidance on the use of email.

It is our policy that only the intended recipient(s) of emails will read what is sent, with the following exceptions only:

- In the case of technical problems, there may, very occasionally, be a need to access someone else's emails.
- In the case of sickness, police investigations and like emergencies, there may be a need to access a church email account. This should only be done on the agreement of the Vicar and Churchwardens (or Churchwardens in the absence of the Vicar.) If it is proposed to access the email of a member of the clergy or someone else with pastoral responsibility (e.g. a pastoral assistant), the Bishop should be consulted first, because of the very sensitive and confidential nature of some emails sent on pastoral matters.

Both the intended recipient and the sender should be informed of how and why emails were accessed in these cases.

The following people have administrator access to the church email system:

Webmaster:

John Pickup      [webmaster@stmarysewell.com](mailto:webmaster@stmarysewell.com)

Vicar:

Russell Dewhurst      [vicar@stmarysewell.com](mailto:vicar@stmarysewell.com)      07984 457798

Data Protection Compliance Officer:

David Dance      [dataprotection@stmarysewell.com](mailto:dataprotection@stmarysewell.com)      07802 435476

Password changes: Users can request password changes to their email system by contacting one of the email administrators above.

Changes to automatic responses (i.e. out-of-office messages): The email administrators can set and change out of office messages. This will usually be the best response in case of unexpected absence, i.e. rather than access a mailbox, an automatic response can be set up explaining this email address is not being read at present, and could messages please be sent to another address instead.

This policy was approved by the PCC on 3 December 2018