

## **POLICY FOR USE OF EMAIL ON CHURCH BUSINESS**

### **1. General**

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)

Security Manager:

Ian Burgess                      [securitymanager@stmarysewell.com](mailto:securitymanager@stmarysewell.com)

Data Protection Compliance Officer:

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

### **2. Email Accounts**

Email is used by our role holders and members and often a personal email account may be used for both personal and church business. Where it is likely that the personal data received or sent by role holders would be considered sensitive, high risk or special category an email account provided by our email service provider must be used. A personal email account may not be used for this purpose.

Those sending emails on PCC business, whether using a church email address or a personal email address, must use a strong email password which has at 8 or more characters with a least one character from each of the following categories: upper and lower case letters, numbers and special characters (e.g. !, ^, %, & ?, #). This password must not be the same as that used for any other email or computer account held by the email user.

### **3. Sending emails**

The following email privacy notice should be included at the end of all emails sent on church business that contain personal data (e.g. names and contact details of church members or members of the public) and also where privileged or confidential information is being communicated.

*This message contains information sent on behalf of the PCC of St Mary the Virgin Ewell (registered charity no 1128409), and may include privileged and confidential information. If you believe you are not the intended recipient you may not make any disclosure, distribution or use of the contents. If you have received this message in error please delete it and notify the sender immediately.*

Email software has a signature facility that can be used to add this this privacy notice to the bottom of emails. Help can be provided where necessary to set-up email signatures

Those sending emails on PCC business should not:

- include any personal data that are not required for the purpose of the email
- use “CC” when copying emails to non-members of St Mary’s church. This shares all the email addresses in the “CC” list with everyone in the list, and if shared outside our church membership, could be a breach of data protection regulations. “BCC” should be used instead which provides a “blind carbon copy”

Password changes:

- Users can request help with making email password changes by contacting one of the email administrators above.

### **4. Automatic responses - Out-of-office messages**

The email administrators can provide assistance with setting and changing out-of-office messages. These are usually the best response in case of planned or unexpected absence, i.e., an automatic response can be set up explaining this email address is not being read at present, and giving a return date or asking that messages be sent to another address instead.

This policy was approved by the PCC on 11 May 2021.