

## **SHIRLEY COMMUNITY CHURCH**

### **USE OF EMAIL**

#### **Use Of Email Accounts**

Email accounts with the suffix @shirleycommunity.org.uk are provided for use by appointed Church officers where they are sending communications on behalf of the Church to people and organisations outside of the Church.

The following points must be followed when using Church email accounts

- Every supplied email account has a unique password which must not be shared with anyone else.
- The email accounts are for Church use only and should not be used for personal correspondence or for personal profit.
- The email accounts are not to be used to send irrelevant or junk mail.
- Under no circumstance should any e-mail be sent containing frivolous, defamatory, abusive, sexist or racist comments or messages that could be construed as harassment or bullying. Failure to comply will lead to disciplinary action.
- The Trustees will when necessary for disciplinary, or technical reasons, monitor or review any individual email.
- Agreements made by e-mail with a third party are likely to be legally binding and should not be entered into without authorisation.
- Sending highly confidential or sensitive information by the normal e-mail system should be avoided unless the information has been encrypted. Documents of a sensitive nature that are sent by e-mail should be password protected. The intended recipient(s) should be notified of the password separately.
- Where confidential information is being sent by e-mail, it should be made clear that the contents of the e-mail are confidential and for the exclusive use of the intended recipient.

#### **Good Practice**

The following are points of good practice in the use of email.

- The privacy of any email is not guaranteed and should be regarded as a postcard rather than a sealed letter.
- External e-mails from unknown sources, especially any with headers deliberately appealing to the recipient's curiosity should be deleted without opening the email or any attachments.
- The content of e-mail must be written in a clear and precise manner. No form of shorthand (such as that commonly used when sending text messages using mobile telephones) should be used.
- Spam email is an increasing nuisance. Recipients should not open any email that they are not certain about. Any dubious email should be treated as junk. The junk email folder should be emptied on a regular basis.
- The email should clearly show who it is from by including your name and position.