

Radipole & Melcombe Regis with Chickerell Parish

4. ChurchSuite Usage Policy

Policy brief & purpose

The **Radipole & Melcombe Regis with Chickerell Parish ChurchSuite Usage Policy** helps employees and volunteers use the parish ChurchSuite system appropriately. ChurchSuite is an essential tool for the everyday running of the parish. We want to ensure that parish employees and volunteers understand the limitations of using the parish ChurchSuite accounts. The goal is to protect the parish from confidential data breaches, add in safeguarding, and comply with national GDPR legislation.

Scope

This policy applies to all parish employees and volunteers who are assigned or given access to ChurchSuite.

Policy elements

The Parish run ChurchSuite is a powerful tool that help employees and volunteers in their roles. Employees and volunteers should use the parish ChurchSuite primarily for role-related purposes.

We will define what constitutes appropriate and inappropriate use.

Inappropriate use of ChurchSuite

The employees and volunteers represent the Parish of Radipole and Melcombe Regis with Chickerell whenever they use ChurchSuite. They must not:

- Send unauthorized marketing content or solicitation emails.
- Send insulting or discriminatory messages and content.
- Intentionally spam people's emails.

The parish has the right to monitor and archive parish ChurchSuite accounts.

Appropriate use of ChurchSuite

Employees and volunteers are allowed to use their parish ChurchSuite accounts for work-related purposes without limitations. For example, employees and volunteers can use their accounts to communicate with current or prospective members of the parish and partners.

Personal use

Employees and volunteers are not allowed to use the parish ChurchSuite for any personal reasons whatsoever.

Employees and volunteers must adhere to this policy at all times, in addition to the parish confidentiality and data protection guidelines.

ChurchSuite security

ChurchSuite is a web-based tool that like all web-based software is open to the medium of hacker attacks, confidentiality breaches, viruses and other malware. These issues can compromise our reputation, legality, and security of our equipment.

Employees and volunteers must:

- Select strong passwords with at least eight characters (capital and lower-case letters, symbols and numbers) without using personal information (e.g. birthdays.)
- Remember passwords instead of writing them down and keep them secret.
- Change their ChurchSuite password when prompted to.

We remind our employees and volunteers to keep their anti-malware programs updated.

Disciplinary action

Employees and volunteers who do not adhere to the present policy may face disciplinary action up to and including termination. Example reasons for termination are:

- Using the parish ChurchSuite to send confidential data without authorization.
- Sending offensive or inappropriate emails to our customers, colleagues or partners.
- Using the parish ChurchSuite for any illegal activity.