

Radipole & Melcombe Regis with Chickerell Parish

3. Email Usage Policy

Policy brief & purpose

The **Radipole & Melcombe Regis with Chickerell Parish Email Usage Policy** helps employees and volunteers use their parish email addresses appropriately. The use of email 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 their parish email accounts.

The goal is to protect the parish from confidential data breaches, aid 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) a parish email. This email may be assigned to an individual (e.g. `employeename@ramr.chuch`) or department (e.g. `parishoffice@ramr.church`).

This covers all domains owned and run by the parish and all emails associated with them.

Policy elements

Parish emails are powerful tools that help employees and volunteers in their roles. Employees and volunteers should use their parish email primarily for role-related purposes. However, we want to provide employees and volunteers with some freedom to use their emails for personal reasons.

We will define what constitutes inappropriate and appropriate use.

Inappropriate use of parish email

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

- Sign up for illegal, unreliable, disreputable or suspect websites and services.
- Send unauthorized marketing content or solicitation emails.
- Send insulting or discriminatory messages and content.
- Intentionally spam other people's emails.

The parish has the right to monitor and archive parish emails at any time.

Appropriate use of parish email

Employees and volunteers are allowed to use their parish email for work-related purposes without limitations. For example, employees and volunteers can use their email to:

- Communicate with current or prospective members of the parish and partners.
- Give their email address to people they meet for parish purposes.
- Sign up for newsletters, platforms and other online services that will help them with their role.

Personal use

Employees and volunteers are allowed to use their parish email for personal reasons. For example, employees and volunteers can use their parish email to:

- Register for online courses or classes that pertain to their role.
- Send emails to friends and family; as long as they don't spam or disclose confidential information.

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

Email security

Email is often 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 email password when prompted to.

Also, employees and volunteers should always be vigilant to catch emails that carry malware or phishing attempts. We instruct employees and volunteers to:

- Avoid opening attachments and clicking on links when content is not adequately explained (e.g. "Watch this video, it's amazing.")
- Be suspicious of clickbait titles.
- Check email and names of unknown senders to ensure they are legitimate.
- Look for inconsistencies or style red flags (e.g. grammar mistakes, capital letters, an excessive number of exclamation marks.)

If an employee or volunteer is not sure that an email they received is safe please do not open it.

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

Email signature

We encourage employees and volunteers to create an email signature that represents their role and parish. Here's a template of an acceptable email signature:

[Employee/Volunteer Name]

[Employee/Volunteer Title],

Parish of Radipole & Melcombe Regis with Chickerell

[Phone number]

[Social Media Link]

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 a parish email address to send confidential data without authorization.
- Sending offensive or inappropriate emails to our customers, colleagues or partners.
- Using a parish email for illegal activity.

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