



Scope:

This policy applies to all churches and individuals who are assigned (or given access to) a *diohuron.org* email.

Every church in the Diocese of Huron is assigned a *diohuron.org* email which is considered the official church email.

Every active clergy in the Diocese of Huron, as well as every retired clergy actively involved in a parish service, is assigned a *diohuron.org* email which is considered their official clergy email.

Reasons for introducing official branded email addresses for churches and active clergy:

The introduction of unique branded email addresses as official email addresses for all local churches and active clergy in the Diocese of Huron (@diohuron.org) is implemented in order to:

- a) improve streamlined flow of all official electronic correspondence in the Diocese in a way that would further enable our technical automation;
- b) resume diocesan branding efforts that would present the Diocese in a more professional manner;
- c) achieve a minimum standard of "light green", as per 2021 Synod motion, by eliminating the need for printed materials and correspondence thus reducing our environmental footprint.

Your *diohuron.org* email address is your official business address:

All churches and all active clergy in the Diocese of Huron are required to use their *diohuron.org* email for business communication purposes.

All correspondence sent from Huron Church House to *diohuron.org* email addresses (both church and clergy) and from *diohuron.org* address to Huron Church House is considered to be registered mail and should be treated as registered mail.

Appropriate use of official emails address (both CLERGY and CHURCH):

Every person using a *diohuron.org* email has a responsibility to maintain the image of their local church, the Diocese of Huron, the Anglican Church of Canada and the Anglican Communion, to use these electronic resources in a productive manner and to avoid placing the church at risk of legal liability based on their use.

When you send an email using a church *diohuron.org* email, you represent your church. Be sure to apply an adequate signature below your email message which will accurately describe your role in the church.

Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of email:

- a) An email message may go to persons other than the intended recipient. If it contains confidential or commercially sensitive content this could be damaging to your church.
- b) Letters, files and other documents attached to emails may belong to others. By forwarding this information to another recipient without permission from the sender, you may be liable for copyright infringement.
- c) Email is a fast form of communication. Often messages are written and sent simultaneously, without the opportunity to check for accuracy. If you send emails with any libellous, defamatory, offensive, racist or obscene remarks, you and church can be held liable.
- d) Email messages can carry computer viruses. If you send an attachment that contains a virus, you and your church can be held liable.
- e) Make sure you protect privacy of any information in your email. Email should always be regarded as potentially public information, which carry a heightened risk of legal liability for the sender, the recipient and the organizations for which they work.

Your *diohuron.org* email is a part of a G-Suite which offers various applications. The range of active applications and their settings are determined by the administrator (diocesan communications officer).

In case of any technical issues regarding your *diohuron.org* email contact the administrator (diocesan communications officer).

Appropriate use of official CLERGY email address (additional):

Due to the specific nature of clergy's scope of work, it is difficult to distinguish between personal and business nature of a message. For this reason, all messages distributed via CLERGY diohuron.org email are regarded as personal property and the confidentiality of their content will be respected.

Appropriate use of official CHURCH email address (additional):

Each church is to authorize a person or persons to have access to their church diohuron.org email.

Each church will make a copy of this policy available to their authorized person(s) and make sure that they are familiar with its content.

Each church will inform the authorized person at Huron Church House of the identity of the person(s) who have access to their diohuron.org email and update the authorized person at Huron Church House of all subsequent changes regarding the access to their diohuron.org email.

All messages distributed via a CHURCH diohuron.org email, even personal emails, are church property. You must have no expectation of privacy in anything that you create, store, send or receive on the church's email system

Inappropriate use of official email address (both CHURCH and CLERGY):

You should never use your official email address to:

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

Misuse of official email addresses (both CHURCH and CLERGY):

The examples of inappropriate use of the official email address that may lead to disciplinary action are:

- a) Using a church/clergy email address to send confidential data without authorization.
- b) Sending offensive, hateful, discriminatory or inappropriate emails to other church members, colleagues or partners.
- c) Using a church/clergy email for an illegal activity.