



ST JOHN'S ANGLICAN CHURCH CANBERRA

Policy on	Email
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Responsible agency	Rector
Electronic file name	Email Policy.pdf
Repository	https://www.stjohnscanberra.org/documents
First introduced	16 June 2010
Parish Council approvals	20 February 2019 15 December 2021 19 July 2023 (rewritten)
Next revision due	May 2025

LEGISLATION AND STANDARDS

St John's mission is to 'bear public witness to Jesus Christ through Anglican worship and pastoral ministry, loving community and outward-facing mission.' This governs all we do as a Parish including policy development.

This policy is guided by The Master Policy of the parish and diocesan ordinances and polices, most notably the Governance of the Diocese Ordinance.

The Privacy Policy of the parish is relevant to the content of this policy.

PRINCIPLES

Email is an important business process which allows us to work more effectively and efficiently as a community. Its use as a form of communication requires judgement and sensitivity.

A fundamental requirement is that emails sent on behalf of the parish, including to and from individual parishioners, employees and other volunteers, will always be respectful, and sensitive to the fact that we have a moral obligation to treat others as we would have them treat us, and that we are, by our email language and content, projecting the image of St John's.

Messages sent by Elvanto are regarded as emails in the context of this policy.

PROCEDURES

1. The Manager of Parish Operations will:
 - a. ensure that staff, office bearers and volunteers in the parish who use email to communicate within the parish are aware of this policy
 - b. occasionally (at least annually) ensure parishioners are reminded where to find this and other policies (www.stjohnscanberra.org/documents).
 - c. ensure that the various mailing lists held by the parish are secured from unauthorised access, improper use or alteration
2. The Rector
 - a. can authorise persons to establish and operate group-specific email lists
3. Parish Council
 - a. addresses issues arising from a non-compliance of this policy and will inform the Rector of non-compliance and mechanisms for remediation, as appropriate
 - b. ensure that changes or updates to this policy are circulated as required
4. Emails with content that identifies the personal details, including photographs, of a third party can only be sent after correct permission has been granted by the third party
5. A person's personal or contact details cannot be shared without requesting permission
6. It is recognised that emails are not necessarily confidential, even if marked as such, and can be requested under "discovery" in legal processes
7. Permission must be sought before adding individuals to mailing lists; in the case of Parish Council and other recognised parish committees, teams and groups, such permission is deemed to have been granted upon membership

