

## Policy on Acceptable Use of Electronic Resources

Adopted by the Lay Leadership Council  
Unitarian Universalist Church of Delaware County

June 14, 2010

Aligned with our shared principle for a free and responsible search for truth and meaning, we recognize the importance and significance of technologies which enhance, but also complicate, the ways in which we communicate about and within the church. Officials, members, and friends of the church are advised to adhere to the following guidelines to appropriately respect individual rights, privacy, and confidentiality. These safeguards help protect the reputation of the church and reduce exposure to legal and compliance risks.

1. Church electronic resources must be used only for official church business. These resources include, but are not limited to:
  - data, voice, and video
  - physical systems and devices used by the staff and officers of the church
  - networks within church facilities, and
  - internal and external services or data sources required to operate and administer the church (e.g. Listserv, web site, and ChurchDB).
2. All are responsible for exercising good judgment regarding the reasonableness of official use. Please be guided by the Unitarian Universalist Principles, the Safe Congregation Policy, the Covenant of Right Relations, and state and federal laws. Official communication originates from the minister, church staff, elected and appointed leadership, or their designees. Authority for administering access to or moderating content of services used for official communication is the responsibility of the church staff.
3. Unless expressly permitted by the individuals, directory information about church members and visitors is not authorized for distribution outside the congregation. Harvesting directory information for any unofficial purpose, including mass mailings, is prohibited.
4. Sending unsolicited email messages, such as the sending of "junk mail" or other advertising material, to church members who did not specifically request such material is prohibited.

5. Unsolicited email or mass mailings should not be sent to church visitors. Electronic communication with visitors regarding church business or policies should be redirected to church officials. Unofficial communication between visitors and members is not unexpected, but must be clearly and unambiguously represented as such.

6. Unless initiated or administered by church officials, use of any communication or data services should be considered unofficial. Members of the congregation should have no expectation of privacy, control, or remediation when accessing resources not operated by the church, including social networks, and are advised to govern themselves accordingly.

7. All have the right to expect that their privacy and the confidentiality of their personal information will be honored by all persons affiliated with the church. All have the right to request that the church secure any electronic data about themselves and make it accessible only by church staff.

8. Members and friends of the congregation who wish to use official church electronic resources for unofficial business are obligated to consult with the minister, who will approve on a limited basis the use of those resources if it is appropriate.

9. Disputes regarding misuse of official church electronic resources shall be within the scope of the duties of the minister, who will have final authority for interpretation and resolution.

This living document is subject to periodic review by church officials with appropriate notification of any changes to the congregation.