



Nederlandse Kerk

Templum Domini Jesu
The Dutch Church
7 Austin Friars
London EC2N 2HA

IT and Communication Systems Policy

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This policy is intended to:

- protect both the Dutch Church and individuals against misuse and ensure that high standards of information security are met and upheld (to guard against the unauthorised and unlawful processing of data and against accidental loss, destruction or damage); and
- promote effective communication and working practices.

This policy covers all employees and trustees of the Dutch Church and outlines the standards you must observe when using our systems, when we will monitor their use and the action which may be taken if you breach these standards.

This policy does not form part of any contract of employment and we may amend it at any time.

1. Equipment security and passwords

You are responsible for the security of phones and computers allocated to or used by you, and you must not allow them to be used by anyone other than in accordance with this policy. You should use passwords or passcodes on all phones and computers, particularly items that you take out of the office. You should keep your passwords and/or passcodes confidential and change them regularly.

2. Systems and data security

You should not delete, destroy or modify existing systems, programs, information or data (except as authorised in the proper performance of your duties).

You must not download or install software from external sources without authorisation from trustees@dutchchurch.org.uk. Downloading unauthorised software may interfere with our systems and may introduce viruses or other malware.

We monitor all e-mails passing through our system for viruses. You should exercise particular caution when opening unsolicited e-mails from unknown sources. If an email looks suspicious do not reply to it, open any attachments or click any links in it.

3. Email

Communication by email can have legal implications for the individuals who use it and the Dutch Church.

The contents of emails sent from the Dutch Church's system can bind the Dutch Church contractually, give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract and may be required to be disclosed in legal proceedings.

When using email as a means of communication you must therefore:



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- Not send anything abusive, obscene, discriminatory, harassing, derogatory, defamatory, pornographic or otherwise inappropriate;
- Not write or forward on anything that you would not put on a postcard (the content of an email could be seen by anyone and everyone, not just the person it is addressed to);
- Not send multiple or chain e-mails;
- Not use your own personal email account to send or receive email for the purpose of our business. Only use the email account we provide to you.
- Keep content brief, factual and to the point; and
- Use a professional, respectful and courteous tone.

4. Using the internet

Internet access is provided primarily for business purposes. Personal use may be permitted as set out in paragraph 5.

You should not access any web page or download any image or other file from the internet which could be regarded as illegal, offensive, in bad taste or immoral. Even web content that is legal in the UK may be in sufficient bad taste to fall within this prohibition. As a general rule, if any person (whether intended to view the page or not) might be offended by the contents of a page, or if the fact that our software has accessed the page or file might be a source of embarrassment if made public, then viewing it will be a breach of this policy.

We may block or restrict access to some websites at our discretion.

5. Personal use of our systems

We permit the incidental use of our systems to send personal email, browse the internet and make personal telephone calls subject to certain conditions. Personal use is a privilege and not a right. It must not be overused or abused. We may withdraw permission for it at any time or restrict access at our discretion.

Personal use must meet the following conditions:

- it must be minimal and take place substantially outside of normal working hours (that is, during your lunch break, and before or after work);
- personal e-mails should be labelled "personal" in the subject header;
- it must not affect your work or interfere with the business;
- it must not commit us to any marginal costs; and
- it must comply with all other Dutch Church policies.



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- pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- offensive, obscene, or criminal material or material which is liable to cause embarrassment to the Dutch Church;
- a false and defamatory statement about any person or organisation;
- material which is discriminatory, offensive, derogatory or may cause embarrassment to others;
- confidential information about us or any of our trustees, volunteers or congregation (except as authorised in the proper performance of your duties);
- unauthorised software;
- any other statement which is likely to create any criminal or civil liability (for you or us); or
- music or video files or other material in breach of copyright.

Please be aware that if you are found to have breached this policy you may be personally liable for such actions. This liability may include criminal prosecution and fines or penalties.