

KING'S LYNN CHRISTIAN FELLOWSHIP

ALSO KNOWN AS THE KING'S CENTRE

ACCEPTABLE USE POLICY

All employees and volunteers using IT resources have a responsibility for safeguarding. It is important that we take all possible and necessary measures to protect data, devices and information systems from infection, unauthorised access, damage, loss, abuse and theft. All of us have a responsibility to use IT devices, resources, and systems in a professional, lawful and ethical manner, in line with the values of KLCF. To ensure that all users are aware of their responsibilities, they are asked to read and sign this Acceptable Use Policy.

1. I understand that Information Systems and IT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
2. I understand that Church-owned equipment and systems must be used appropriately. I will not attempt to access any systems or contents that are not related to my role.
3. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate. I will protect the devices in my care from unapproved access or theft.
4. I will not remove any Church-owned devices from the King's Centre premises except with the express permission of the Office Manager and only if insurance is in place, either through the church insurers or my own insurers.
5. I will respect system security and will not disclose any password or security information.
6. I will not attempt to install any purchased or downloaded software on Church-owned devices without permission from the Office Manager.
7. I will undertake regular IT housekeeping on any Church-owned devices for which I have responsibility.
8. If using my own device(s) for Church responsibilities, I will ensure that all necessary steps are taken to ensure data safety and security, and that insurance is in place for the device(s).
9. I will ensure that all files relating to Church responsibilities are backed up on the Cloud or in a separate location, in agreement with the Office Manager.
10. I will ensure that any personal data is kept in accordance with Data Protection legislation (including GDPR).
 - This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.

- Any data being removed from the church site (such as via email or on memory sticks or CDs) will be suitably protected.
11. I will respect copyright and intellectual property rights.
 12. I have read and understood the Church's IT policy.
 13. I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of to the Office Manager.
 14. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any Church-related documents or files, I will report this to the Office Manager as soon as possible.
 15. I will ensure that my online reputation and use of IT and information systems are compatible with my role, whether using Church or personal systems. This includes the use of email, text, social media, social networking, gaming and any other devices or websites.
 16. I will not create, transmit, display, publish or forward any material online that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my role or the church into disrepute.
 17. I understand that my use of the Church information systems, including any devices provided by the church, may be monitored and recorded to ensure the safety and policy compliance. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
 18. I understand that the Trustees may exercise their right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance. Where they believe unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour may be taking place, they may invoke their disciplinary procedures. If the Trustees suspect that criminal offences have occurred, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agree to comply with The King's Centre Acceptable Use Policy

Name: _____

Signed: _____

Date: _____