

# St. Polycarp Church

## COMPUTER E-MAIL POLICY

*“No one is bound to reveal the truth to someone who does not have the right to know it” (Catechism of the Catholic Church, no. 2489). The security of others, their right to privacy, and a respect for the common good are reasons for keeping silent or being discreet in our language concerning matters that should not be disclosed. It is also for these reasons that gossiping is a sinful violation of the privacy of others.*

*Professionals such as politicians, doctors, lawyers, psychologists, and others in positions where confidences are entrusted should preserve confidentiality, unless there is a grave and proportionate reason for divulging the information. The same is true about ordinary personal relationships in which confidences are shared.” (United States Catholic Catechism for Adults, p. 434.)*

As members of St. Polycarp Church, we are bound to the same standards. As such, we are obliged to preserve the confidentiality of those in the parish with whom we correspond. This is particularly true with regard to the use of electronic media, specifically E-mail. With that in mind, the following policy has been adopted for communication between and among members of the various ministries and any groups associated with the parish when conducting the business of those ministries.

### POLICY

**All computer, computer networks, e-mail systems, telephone systems, voice mail systems, software, developed by or licensed to the parish, all communications created, received, stored on, or transmitted by or through any parish equipment, network and system are intended solely for business use by employees and are not intended or permitted to be used for personal purposes.**

In this regard, in order to maintain the division between personal and professional e-mail correspondence, St. Polycarp Church policy directs that e-mail addresses in electronic correspondence to multiple recipients use “BCC” or “blind carbon-copy policy” in all e-mails. Because a component of our discipleship is showing concern for others by protecting their personal identity, we do not want to subject them to spam, pilfering and abuse. This policy applies whether the e-mail originates from the Parish Office or from a specific ministry. Therefore, all St. Polycarp e-mail correspondence should respect the privacy and safety of our parishioners and staff, and restrict e-mail distribution to a “BCC” e-mail distribution list.

#### ***Where to find BBC when mailing from Yahoo & Comcast...***

Yahoo – When composing an email in Yahoo, the BCC is located on the top right portion. Click on the BCC and put the email address in the box.

Comcast – All the way to the right of the CC line it says show BCC – click on that, when composing an email.

### Signature Disclaimer

Every email you send out in regards to Ministry associated with St. Polycarp Church must include a Signature Disclaimer. Please use the below disclaimer.

**Confidentiality Notice:** The information in this message, and any files transmitted with it, is confidential, may be legally privileged, and is intended only for the use of the individual(s) named above. Be aware that the use of any confidential or personal information may be restricted by state and federal privacy laws. If you are not the intended recipient, do not further disseminate this message. If this message was received in error, please notify the sender and delete it.

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