

All Saints Church Ryde

User Account Management and Access Control Policy

Glossary of terms

'We', 'we', 'us', 'our' - All Saints' Church Ryde –Registered charity.

Charity No.1164609

Disclaimer

This policy was last updated on the: 28th January 2019

Overview

Our Website account: <http://www.rydeallsaints.org.uk>, and our email system: @rydeallsaints.church are managed by our agent IOW Geek. Our agent controls all user profiles and passwords for these sites. The senior Church Warden: *Roi Milburn* has been authorised through the PCC to grant or rescind requests to our agent. Our Facebook page is managed by All Saints' Church Ryde. The senior Church Warden has been authorised through the PCC to grant or rescind user access levels to these accounts.

1.0 Purpose

1.1 The purpose of this policy is to set out the requirements for creating and managing our user accounts and access requests to All Saints' Ryde resources.

2.0 Scope

2.1 This policy applies to all users (staff, volunteers and visitors) requiring access to the office computers, The All Saints' Ryde website, Facebook, Wi-Fi and access to other Church IT systems (on premise or in the cloud) to conduct business on behalf of All Saints' Church Ryde. It also applies to all system administrators and IT support staff that are responsible for managing IT facilities.

2.2 This policy applies to the following account types and access:

- Network and email accounts
- Website and Social media accounts
- Access to shared drives and restricted folders
- Wi-fi access

3.0 Account and access provision and deactivation

3.1 Email user accounts are created via our network provider. When the user role becomes inactive or when the user is no longer part of the church or where breaches of the User policy have taken place, the following will apply:

3.1.1 A user account will be deactivated immediately however the account will be retained by the us for a period of 90 days after which it will be deleted.

3.2 Website access accounts are created via our network provider. When the user role becomes inactive or when the user is no longer part of the church or where breaches of the User policy have taken place, the following will apply:

3.2.1 A user account will be deleted immediately.

3.3 Facebook page accounts are created via the Parish Office.

3.3.1 Dependent on the level of access required the following page roles may be granted

3.3.1.1 Editor – Has full editing access to the page

3.3.1.2 Advertiser – Can post promotions on the page

3.3.2 When the user role becomes inactive or when the user is no longer part of the church or where breaches of the User policy have taken place, the following will apply:

3.3.2.1 A user account will be deactivated immediately however the account will be retained by the us for a period of 90 days after which it will be deleted.

3.4 Wi-fi accounts are granted via the Parish Office.

4.0 Managing User Accounts

- 4.1 User accounts are only to remain active for the period required for individual users to fulfil the church need for which they have been granted.
- 4.2 On first login to a new user account, the user must change the default password assigned to the account.
- 4.3 Login details must not be shared with others, and an individual's user account must not be used as a generic account.
- 4.4 User accounts must not be used to attempt to or gain access to IT resources and information that have not been authorised for these accounts.

5.0 Responsibility and Usage

- 5.1 It is the responsibility of each user to whom this policy applies to adhere with its requirements.
- 5.2 All Saints' Church Ryde user accounts covered in this policy are only to be created with the appropriate profiles and privileges as defined and authorised by the nominated senior Church Warden. It is the responsibility of the senior Church Warden to confirm that correct access privilege is given in accordance with the users needs and within the needs of All Saints' Church Ryde.
- 5.3 All individuals who access, use or manage our IT systems and information are responsible for reporting any breach of this policy to the PCC or Church Wardens.
- 5.4 Email accounts are to be used for the purpose of the business of All Saint's church Ryde. The user has the responsibility to ensure that all emails sent by the user should reasonably be regarded to reflect the aims and values of the ministry of All Saints' Church Ryde. See 7.2 Ownership below

6.0 Suspension of User Accounts

- 6.1 The user account of an individual will only be suspended or rescinded where there is a serious breach of Section 5.4 of the User Account Management and Access Control Policy on the authority of the senior Church Warden. The senior Church Warden will report any suspension of accounts to the PCC and the clergy.

7.0 Ownership

- 7.1 All documents and media on Parish Office Computers is deemed to the property of All Saints' Church, Ryde.
- 7.2 All emails sent from @rydeallsaints.church and delivered to @rydeallsaints.church are deemed to the property of All Saints' Church, Ryde.
- 7.3 All media content and intellectual rights on our Website and Facebook pages are deemed to the property of All Saints' Church, Ryde.