**Introduction** At "CHURCH NAME," we are committed to using technology responsibly and ethically to support our mission and values. This policy outlines the guidelines for the use of technology by staff, volunteers, and any individuals representing “CHURCH NAME”. It is designed to ensure security, clarity, and alignment with our organizational goals.

### **Email Communication Policy**

* All official communications must be conducted through church-provided email accounts (e.g., name@churchdomain.org). Personal email accounts should not be used for church-related matters.
* Sensitive information, such as member details or financial data, must not be shared over email without proper encryption.
* Staff and volunteers are required to report any suspicious emails or phishing attempts immediately to "HR/SECURITY."
* Email accounts must use strong, unique passwords and enable multi-factor authentication (MFA) where applicable.

### **Social Media Policy**

* Only authorized individuals may post on behalf of "CHURCH NAME" using official church social media accounts.
* Posts should align with the mission and values of "CHURCH NAME," maintaining a tone that is respectful, inclusive, and uplifting.
* Staff and volunteers must not engage in debates or controversial topics under church accounts without prior approval.
* Staff personal accounts and posts are subject to review to ensure that content is appropriate and consistent with the values of “CHURCH NAME”.
* Obtain written consent before posting images or personal information of church members.
* Monitor social media platforms for inappropriate comments or interactions, and address them according to "CHURCH NAME’s" guidelines.

### **AI Guidelines**

* Approved AI tools may be used for tasks such as drafting communications, generating marketing materials, or automating administrative tasks.
* AI tools must not be used to create sermons, theological content, or other spiritual resources without review and approval by pastoral leadership.
* All AI-generated content must be fact-checked and align with the values of "CHURCH NAME."
* Staff and volunteers should undergo training on ethical AI use provided by "HR/SECURITY."

### **Website Management Policy**

* The "CHURCH NAME" website must use HTTPS protocols to ensure data security.
* Plugins, software, and content management systems must be kept up-to-date to avoid vulnerabilities.
* Website content should reflect the church’s mission and values, remaining accurate and timely.
* Sensitive data collected through the website, such as prayer requests or contact forms, must be stored securely and accessed only by authorized personnel.
* Report any website issues or potential breaches to "HR/SECURITY" immediately.

### **Data Protection Policy**

* All church-related data must be stored in secure, church-approved locations (e.g., encrypted cloud storage or secure servers).
* Access to sensitive information should be role-based, granting access only to those who require it for their duties.
* MONTHLY backups of church data must be performed and stored securely.
* Staff and volunteers must complete annual training on data protection and privacy.
* All devices should be password protected with timeouts enable so that information is locked when not actively being used.
* All downloads on church devices should be approved by “HR/SECURITY” before installation.
* Any suspected data breach must be reported immediately to "HR/SECURITY" for prompt action.
* Consult with a legal professional about any HIPPA specific situations.

### **Incident Response Policy**

* If a breach, phishing attempt, or technology misuse is detected, staff and volunteers must immediately notify "HR/SECURITY."
* An internal investigation will be conducted, and affected parties will be notified if necessary.
* Corrective measures, including training or disciplinary actions, may be implemented as deemed appropriate by leadership.

### **Acknowledgment**

By signing below, I acknowledge that I have read, understood, and agree to abide by the "CHURCH NAME" Technology Policy. I understand that failure to comply with this policy may result in disciplinary action, up to and including termination of my role.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy is intended as a starting point. Please customize it to fit the specific needs and context of your church. For questions or clarifications, contact "HR/SECURITY."

**End of Document**