



The Parish of St Thomas & St Edmund

Website Policy 2021

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1. Purpose

St Thomas's Church aims for its website to provide an informative, user-friendly, consistent and up-to-date online presence that accurately represents and promotes the life and work of the church and those connected to it.

The content aims to effectively demonstrate the values and culture of the church to all its members, staff working for the church in paid and voluntary roles and external users. This policy provides a set of principles to support this overall goal.

2. Best practice for website content

St Thomas's Church website will be managed by the webmaster and office manager and governance provided by the PCC. A high standard of communication will be maintained by managing the publishing, monitoring, maintenance and archiving of the website's content.

Content will be:

- Up-to-date and accurate
- Conveyed clearly and unambiguously
- Delivered in a tone appropriate to the audience and consistent with the image and reputation of the church
- Delivered in an appropriate format for its intended audience
- Sourced from primary authoritative sources where practical

All content must be:

- Submitted to the webmaster in a finalised state
- and

- Compliant with the General Data Protection Regulation. For example, individuals appearing in photographs should not be identified on the website without their consent (this includes use of a personal email addresses/phone numbers).

3. Access and Training

As and when required the webmaster has the authority to enable and remove user access to the website by other volunteers and staff and is responsible for providing the necessary training to support this and negate risk of damage to the website as far as is reasonably practicable.

4. Responsibilities

The PCC has ultimate responsibility for ensuring compliance with this website policy in order to maintain the integrity of St Thomas's web presence.

5. Related Policies

The following related policies are available on the website:

- Cookie policy
- Safeguarding policy (including Photography policy)
- Privacy policy

6. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Manager Email:

office@stthomassalisbury.co.uk