HOLYWOOD BAPTIST CHURCH WEBSITE

OPERATIONAL POLICY

INTRODUCTION

The purpose of this document is to outline the operational policy relating to the Holywood Baptist Church (HBC) website. This will include issues such as responsibility for content, maintenance of the website and access to approved users.

The Policy is to supplement the 'terms & conditions' and 'privacy policy' which are contained on the website and which must be accepted by all approved users before access is granted. The Policy will be reviewed annually or when considered necessary.

GOVERNANCE

The operations of the HBC website shall be governed by the Communications Team appointed from within, and accountable to, the HBC Office Bearers.

Their responsibility will be to:
- (a) oversee the day-to-day management of the website by the Web Team.
- (b) approve all website content (text, images, photographs and video).
- (c) ensure that all content is accurate, timely, necessary and appropriate.
- (d) ensure that written permission has been obtained from all members and friends whose personal contact details are recorded in the 'address book'.
- (e) ensure that only approved users are granted access to the 'address book'
- (f) approve all design changes to the website.
- (g) promote greater use of the website as a tool to enhance communication within the Church and to provide information to Church members and friends and those in the wider community.

The Communications Team may consult the Elders on any matters considered necessary for advice, guidance or decision.

The Web Team will be accountable to the Communications Team and will be responsible for the execution of hands-on technical tasks associated with the day-to-day operations and management of the website.

WEBSITE ACCESS

The HBC Website is posted on the world-wide-web and is accessible to all web users. Certain areas of the website, including the 'address book', are available only to approved users who have been provided with a personal 'log-in' user name and password.

Requests for 'log-in' user name and passwords can be made to the system administrator who will arrange for the necessary application and permission form to be completed and, where required, have the application forwarded to the Communication Team.

'Log-in" access may be granted, upon request, to
   (a) all members of HBC
   (b) non-members and friends who have demonstrated a commitment to HBC for a period not less than 3 months by their regular attendance at church meetings and their involvement in the activities and general life of the Church. Applications by non-members will be referred by the Communication Team to the Church Elders for consideration at their monthly meeting.

Users who have not logged in for a period of six months will have their access automatically denied. A renewed application for log-in user name and password will therefore be necessary.

PHOTOGRAPHIC OR VIDEO IMAGES

No Photographic or video images of an identifiable person will be posted on the website without the prior written permission of that person or that person's guardian (where U18). No identifying information may accompany a properly published photographic or video image.