Esgobaeth Llandaf
Diocese of Llandaff
Mae Ffydd Yn Cyfrif | Faith Matters

Llandaff Diocesan Board of Finance (DBF)
IT Acceptable Use Policy

October 2026

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1. Introduction

This policy provides guidance on the responsibilities of Llandaff DBF employees in relation to acceptable use of IT, security and data transfer. Anyone who uses any of the IT facilities provided by Llandaff DBF should be aware of this policy. Use of any our systems including internet access indicates agreement with this policy.

All Llandaff DBF staff are provided with the IT equipment needed to carry out their role. This equipment remains the property of the DBF and is managed by the IT team of the Representative Body of the Church in Wales (RB). Equipment may be recalled at any time, but individual staff are responsible for looking after the equipment they use.

2. Security

2.1.All accounts must be password protected.

2.2.Usernames and passwords are to be kept safe and not written down or shared with anyone. Passwords should not be easy for someone to guess.

2.3.Any devices that have been used for Llandaff DBF business and are stolen must be reported immediately.

2.4.Security software on LDBF devices is maintained by the IT provider, the RB. Updates must not be prevented, and the RB must be allowed to access Llandaff DBF devices when necessary.

2.5.Devices belonging to the DBF or the RB should not be left unlocked at any time.

3. Acceptable Use

Whilst contemporary IT equipment and the powerful resource offered by the internet presents huge opportunities to share the Church's message and connect closely with people at distance and scale, it also presents risks and pitfalls, some of which are potentially severe. Any breach of this code on acceptable use will be taken very seriously and may constitute gross misconduct.

3.1. Llandaff DBF IT equipment, internet access, email or social media or any other electronic communication, whether on site, at home, or at another location, may not be used for any purpose that is illegal, against Diocesan policy, or contrary to the best interests of the Diocese.

3.2. We specifically prohibit the use of Llandaff DBF IT equipment or internet access to visit any sites which are illegal under UK law, and any which are intended for the propagation of pornographic material of any kind.

3.3. The display of any kind of obscene image or document on any Llandaff DBF computer may be a violation of the Bullying and Harassment policy. In addition, obscene material may not be archived, stored, distributed, edited, or recorded using Llandaff DBF network, printing, or computing resources.

3.4. Should any user find themselves connected accidentally to a site that contains sexually explicit or offensive material, they must disconnect from that site immediately and report the accidental connection to their line manager.

3.5. Harassment of any kind is prohibited using Llandaff DBF IT equipment or internet

access. No messages with derogatory or inflammatory remarks about any individual's race, age, disability, religion, ethnicity, physical attributes, or sexuality should be transmitted.

3.6. No user may use Llandaff DBF facilities to deliberately propagate any virus, worm, Trojan horse, trapdoor, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.

3.7. Solicitation of non-DBF business using Llandaff DBF email, or any use of Llandaff DBF e-mail addresses for personal gain is prohibited.

4. File storage and data protection

4.1. All electronic files should be stored within Llandaff DBF's Sharepoint sites or the user's Llandaff DBF OneDrive account, both of which are provided and managed by the RB.

4.2. Llandaff DBF material must not be stored on non-RB devices nor in another cloud platform/file server that is not operated by the RB.

4.3. All personally identifiable data must be stored in line with the guidance set out in the Data Protection Policy.

4.4. All users are expected to have a good understanding of the requirements of the General Data Protection Regulation (GDPR). If an employee does not feel they have such awareness, they should immediately request training through their line manager.

4.5. All activity carried out on DBF computers is subject to monitoring by the RB. Employees should not have an expectation of privacy in anything created, stored, sent or received via the computer facilities. Without prior notice, the RB may request IT to review any material created stored sent or received on its network through the internet, email, or any individual computer.

5.Email and internal e-communication

5.1. Users are provided with a Church in Wales email for use in connection with their work at Llandaff DBF. It is not to be used for personal use.

5.2. All use of email must be consistent with Diocesan policies and procedures relating to acceptable use, ethical conduct, safety, compliance with applicable laws and proper business practices.

5.3. Our Diocesan tone is always friendly, polite, and professional.

5.4. Out of office messages should be set during all periods of leave of 2 days or longer. These should be professional, polite, and concise, stating that the user is currently unavailable, when they will return, that they will respond to e-mails on their return, and who may be contacted in their absence.

6.Communication outside working hours

Llandaff DBF staff have a variety of working hours, including part-time workers, and evening and weekend shifts and meetings. This means that staff hours do not always coincide, and individuals will receive emails from colleagues during periods when they are not themselves working, including at evenings and weekends.

6.1. Llandaff DBF does not expect staff to read or respond to emails or messages outside of their normal working hours. Instead, LDBF seeks to promote a culture in which switching off from work communications outside of working hours is the norm.

6.2. Due to the invasive nature of contemporary electronic communications, this can be extremely difficult to commit to, and LDBF recommends the use of focus mode or similar apps on personal mobile phones in order to support this.

6.3. There may be occasions when an individual is not working but others are, and contact outside their working hours happens inadvertently. This should not be seen by either party as a request to the recipient to work outside of their hours.

6.4. There may also be rare occasions when deliberately contacting a team member outside their working hours is essential. Such contact should always be subject to the recognition that it is an exception, and it should happen infrequently. It's recommended that a mobile text message (as opposed to social media or a phone call) be used for

such communication in the first instance where possible.

END OF POLICY

VERSION HISTORY

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