



BACKGROUND

1. At present the SDS Parish Extranet contains information for each parish. This includes –
 - (a) *Handling Personal Information*
 - privacy issues / pro-forma Privacy Policy
 - (b) *Diocesan Grievance Policy and Procedures*
 - generic information for all parishes for dealing with allegations of bullying and other forms of abusive behaviour, sufficiently sensitive to not be made available on the public website
 - (c) *Employment Relations Guidelines*
 - generic information for all parishes, but sufficiently sensitive to not be made available on the public website
 - (d) *Parish Risk Management*
 - the Risk Management Modules and parish specific questionnaire completed annually by the parish
 - (e) *Parish Insurance*
 - parish specific insurance renewal questionnaire completed annually by the parish, plus parish specific data advising the insured value of buildings and contents
 - (f) *ACPT Client Fund Statements*
 - parish specific data detailing the movements in and balance of funds held for the parish by the ACPT.
 - (g) *Parish Cost Recovery (PCR)*
 - parish specific monthly invoice/instalment & annual summary
2. It is intended that over time other data will be added to the Parish Extranet. However it is not intended to be used to record any highly sensitive material or to give parishes access to change data (other than the insurance and risk management questionnaires) or the ability to create financial transactions or access funds.
3. To protect access to this information, SDS has provided each parish with an individual username and password. Initially SDS provided the username and password to the senior minister with the request that he make it available to the wardens and any other officer of the parish he considered should have access to the information.



Access to the SDS Parish Extranet Policy

4. Those within the parish who have been given access may change the parish's password if and when they choose and are responsible for informing any others in the parish who have been given access of any such change.
5. From time to time parishes forget or misplace the details of their username and password and contact SDS for help to re-establish access.
6. Information & Technology are able to re-set the password if that becomes necessary.
7. It may be desirable to give bodies other than parishes secure access to certain information on the Parish Extranet.

REQUESTS FOR ACCESS

8. Any request made on behalf of a parish for access to the Parish Extranet, including requests made because an existing username or password has been forgotten or to reset a password, must be made by the senior minister or a warden of the parish concerned.
9. Any SDS staff member who receives such a request must forward the request to one of the following authorised officers –
 - (a) Parish Support Manager;
 - (b) Manager, Diocesan Finance;
 - (c) Manager, Insurance Services;
 - (d) Head of Property Trust; or
 - (e) a senior manager.
10. The authorised officer is to satisfy him or herself that the person making the request is the senior minister or a warden of the parish concerned.
11. If the authorised officer is not satisfied that the person making the request is a senior minister or warden of the parish, the request for access must be declined.
12. If the authorised officer is satisfied that the person making the request is the senior minister or a warden of the parish, the authorised officer may either –
 - (a) inform the senior minister or warden making the request of any forgotten username or password, or
 - (b) on-forward the request to Information & Technology who will respond directly to the person making the request.



Access to the SDS Parish Extranet Policy

13. If the information or response provided to a senior minister is in writing, it must be sent to an email or postal address held by the Registry for the senior minister. Otherwise confirmation of the information or response must be sent in writing to such an address as soon as practicable thereafter.
14. If the information or response provided to a warden is in writing, it must be copied to the senior minister using an email or postal address held by the Registry for the senior minister. Otherwise written confirmation of the information or response must be sent to such an address as soon as practicable thereafter.
15. Each parish remains responsible for managing who in the parish should have access to its username and password beyond the senior minister and the wardens.

APPROVING ACCESS FOR NON-PARISH BODIES

16. If a non-parish body requests access to information available on the Parish Extranet, the non-parish body may be granted access –
 - (a) in the case of a diocesan body or an affiliated church, by a senior manager, and
 - (b) in any other case, by the Chief Executive Officer.

However the information to which access is granted must be limited to generic information available to all parishes (eg. the Risk Management modules) and the non-parish body must agree not to disclose the information for use outside the body.

17. SDS reserves the right to discontinue a non-parish body's access to the Parish Extranet for any reason.

CHANGE HISTORY

Date	Comment
November 2011	Adoption of Policy
March 2014	Miscellaneous changes
November 2015	Miscellaneous changes following annual review
January 2017	Miscellaneous changes to Extranet content and authorised officers