**E-mail guidelines for Diocese & Parishes**

E-mail is an effective way of communicating to large groups of people. However, care must be taken to ensure that GDPR is not inadvertently breached. The following guidance should be adopted where possible:

* The ‘BCC’ function should be used wherever possible when sending information to a groups as:
  + This prevents sharing of e-mail addresses which may be against a recipients wishes
  + This will also prevent any accidental or inappropriate use of the ‘reply all’ function
* Care should be taken to ensure any e-mails are only sent to the intended recipients. Be wary of the ‘autocomplete’ function in email programs as the proposed address my not be the one you wish to use. You should carefully check the recipients of an e-mail before pressing send.
* Use of e-mail groups can reduce the risk of sending an e-mail to the wrong person. However, care should be taken to ensure that the group is kept up to date and that anyone who requests to be removed from the group is deleted from the e-mail group promptly.
* If an attachment is being sent then care should be taken to ensure that the correct item is being sent. If the information in the attachment is confidential or sensitive then it should be protected with a strong password that cannot be easily guessed. The password should be communicated to the recipients via another method and not in the e-mail.

