

## PENINSULA UNITED CHURCH - POLICIES AND PROCEDURES

### 1.0 COMMUNICATIONS

2.0 DATE APPROVED: February 19, 2019 REVIEW DUE DATE: February 2022

3.0 RESPONSIBLE COMMITTEES: Council, Privacy Officer, Communications Coordinator

### 4.0 UCC MANUAL/GUIDELINE/OTHER REFERENCES:

- Peninsula UC Privacy Policy
- BC Freedom of Information & Protection of Privacy Act  
<http://www.bclaws.ca/Recon/document/ID/freeside/96165>
- UCC Personal Information Policy  
<http://www.united-church.ca/privacy-statement>

5.0 PURPOSE: The purpose of this policy is to ensure that PUC Communications activities are consistent with PUC's Mission and Theology and compliant with Information and Privacy requirements.

### 6.0 POLICY:

- 6.1 The congregation is entitled to timely information about:
  - Current activities, events and news of PUC, Fraser Presbytery, BC Conference and the United Church of Canada
  - Issues of the wider community that relate to church ministries
- 6.2 Content will support and be consistent with PUC's policies, theology, vision and mission.
- 6.3 Content will only contain material for which consent has been obtained and applicable credit given.
- 6.4 All communication, including social media, follow the ethical and legal standards of the United Church of Canada, and Federal and B.C. legislation, including copyright laws and will be free of plagiarized content and aggregation.
- 6.5 Communications activities may provide a forum for discussion of theological and spiritual issues.
- 6.6 This Communications Policy applies to all employees, members and adherents in both digital and print publications and commentary, including the website <[www. New PUC URL](#)> and other social media.
  - 6.6.1 Social media includes any facility for online publication and commentary, including but not limited to newsletters, blogs, social networking sites such as Face book, Twitter, Instagram, Snapchat, and YouTube.
  - 6.6.2 This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

**6.7** The privacy of all participants shall be respected.