

Website Content

Policy No. 908

Policy Statement:

A website is a major means of distributing information on current events and programs as well as a significant tool for formation. The Archbishop or his delegate is responsible for the content of the archdiocesan website. The director, rector or president, or their delegate, is responsible for the content of the website of any other archdiocesan institution. The pastor or his delegate is responsible for the content of the parish website.

Intent of Policy:

The intent of this policy is to specify accountability for the content of the website, and to ensure that the website is a source of responsible, accurate communication that respects individuals and supports the teachings of the Catholic Church.

Procedure:

- a) At least two persons, including one or more employees, must have administrator access to the website and appropriate training to manage its content. Login credentials (username and password) must be documented and kept on file with the appropriate authority in the office of the parish, department or institution that has primary responsibility for the site.
- b) A website is only useful if it contains up-to-date and accurate information; this is particularly important when posting Mass times. Any inaccuracies are to be corrected promptly.
- c) Consent is to be obtained before posting on the website a photograph or other personal information (e.g., first and last name, home phone number, and personal email address) of any person. (See Policy No. 907 Protection of Personal Information)
- d) Careful consideration must be given to including links to outside sites that may contain worthwhile information but are not specifically Catholic and so may also include information or references not in accord with Catholic teaching. If such outside links are listed, the site must also include the following wording:

“The Catholic Archdiocese of Edmonton/Parish of _____ does not necessarily endorse, and is not responsible for, the content of any external sites listed on this website.”

Refer to Policies:

- No. 300 Computer and Electronic Communications Usage
- No. 907 Protection of Personal Information
- No. 909 Social Media