

GUIDELINES FOR USING MEMBERS' PERSONAL DETAILS

General

These guidelines are produced in order to protect the private information of members of Jávea U3A, especially when using e-mail.

The address, telephone number or email address of any member is **STRICTLY PRIVATE** and should only ever be used in a Jávea U3A context.

You may **NOT** reveal to any third party private information about another Jávea U3A member.

If you are asked by one member for another member's contact details please forward the request to the other person so that they may choose whether to give the details, or not, as they wish.

If you are asked by a person who is not a member of Jávea U3A for contact details of members please refer the matter to the President as soon as possible.

Members' contact details should **NEVER** be given to commercial organisations. If you are asked by a commercial organisation for members' details please refer the matter to the President of the Association immediately.

E-mailing

So that you do not disclose members' details to other members, please use the Blind Copy (BCC) facility when e-mailing more than one member at a time. This facility will not disclose the e-mail addresses to other members.

Group Leaders should always use the BCC facility when e-mailing multiple members.

Never send a member's personal information such as an address or telephone number in an e-mail to other members without first asking permission. These may be required for some activities to take place but please **CHECK FIRST**.

Photographs

Any member who does not wish their photograph to appear in the newsletter, on the web site or in any other publication, eg newspaper, should **OPT OUT** by informing the Publicity Officer, or their Group Leader. Otherwise it will be assumed that permission is given.