

Birmingham Ladies Barbershop Harmony Club

Second City Sound

Electronic Communication Policy

A guide for club members on the use of electronic communication, social media and the SCS website

Amended July 2021

The Birmingham Ladies Barbershop Harmony Club (hereafter referred to in this policy Second City Sound – SCS) recognises that electronic communication offers many opportunities in the way we can communicate in our personal and professional lives and when engaged in the activities of our club. This communication can be in many forms and covers the use of email and the internet including social networking sites such as Facebook, Twitter, LinkedIn, Instagram and blogs.

The purpose of this policy is;

To offer guidance to our club members on the appropriate use of electronic communication in relation to the activities of SCS.

Email

SCS recognises and encourages the use of email as a means of communication within and when engaged in the activities of our Club; it enables us to communicate efficiently and effectively. Members should ensure that emails are sent in a professional and courteous manner. They should not contain:

- Language that is considered rude or offensive
- Anything that is or may be construed to be discriminatory, derogatory, defamatory, harassing, threatening or bullying

All members should ensure that contact details are used in an appropriate manner and are not passed to third parties outside of the club.

Group emails to all club members

Group emails to all members at the same time should be sent via the membership secretary.

When emailing to all members of the club, it is recommended that emails should be sent in the “Bcc” field rather than in the “To” field so that personal contact information is not shared within these emails. However, it is recommended that the “to” and “cc” field is used for emails between the SCS Committees, thus enabling all the email recipients to recognise the extent of the circulation list. This is necessary for further communication between the teams.

Social Networking including Facebook and Twitter

SCS recognises that social media such as Facebook, Twitter and Blogs offer us many exciting new ways to communicate in both our personal and professional lives. We also recognise the opportunities social media can bring in connection with the activities of SCS. When used responsibly, social media can help us to keep up to date with the latest news and trends as well as offering a way of sharing perspectives, viewpoints and information with others.

SCS members should ensure they use social media responsibly in connection with our activities and must not:

- Post anything that would bring SCS into disrepute
- Post comments aimed at SCS or our members that are or may be construed to be defamatory, derogatory, offensive, discriminatory, harassing or bullying
- Post images that are inappropriate or links to inappropriate content

All members should strive to ensure that they behave in a manner that reflects positively upon and is at all times a credit to SCS.

Privacy Policy in relation to the website

Second City Sound is a private club for ladies who may be interested in barbershop and show singing. Membership of Second City Sound requires registration and registration requires that we collect and store some basic information about our members. This information is required for club administration purposes and will not be shared to any third party except as detailed below (Sharing Personal Information). In this privacy policy we will explain what information we hold, how it is securely stored and how you can view, change or delete some or all of that information. The storage of this information meets GDPR requirements.

Cookies

We do not currently use cookies. If, at a later date, we decide that there would be some value in the use of cookies we would inform all of the membership and provide a vehicle for each member to understand how these cookies would be used.

Google Analytics

It is a policy of Second City Sound to introduce new members to the club and promote the barbershop and show song experience. To do this effectively via the medium of our website we may use Google Analytics to improve our effectiveness in achieving these goals. Google Analytics collects standard internet logging information and details of visitor behaviour to produce patterns that can be analysed to allow us to monitor such things as number of visitors to the site and which parts of the site have been visited. What we do not allow Google Analytics to do is interrogate our database for any personal data that is held there, thus maintaining the anonymity of our members and visitors alike.

Mailing lists and news letter subscriptions

We do not currently use either of these but if at a later date we decide that there would be value in using them (and other such tools) we will inform the membership and give them an opportunity to positively either opt in or opt out.

What we collect at registration

At the time of registration we will collect from you: your full name, your email address, and ask you to provide and verify a password. These entries must be completed in order that you may view the members pages of the Second City Sound website. These details will not be made public without your positive consent, but will be stored on a secure database with advanced database encryption for maximum security.

Sharing personal information

We do not share any of your personal data with any third party and that will remain our long term policy. We do, however, allow other club members to access the following data in a members list: Name, Email Address and date of last login. We do this because we are a social club and as such members may wish to communicate individually with other members. If you do not wish to have your data published in this way an opt out is provided.

Other stored information

After registration members will have an opportunity to complete a profile of themselves. Completion of this profile is completely voluntary. The data stored will be as much or as little as the member wishes to submit. The profile will be available for viewing only to other club members.

Your rights to data protection

Should you wish to view, amend or delete your personal information in whole or in part, you can do this by contacting our Membership Secretary Elaine Mobsby or editing your profile in the website.

Policy Reviews

This privacy policy will be reviewed on a regular basis (normally at our AGM) and updated on our website. We will inform members of any changes as a result of such reviews

Breaches of this Policy

SCS is committed to promoting a safe and inclusive approach to social media and electronic communication within the club. In the event that the committee is notified of breaches to this policy, positive steps will be taken to prevent a re-occurrence of this. Ongoing breaches by any one individual or member club will be further considered in line with the Rules of club.

SCS will ensure that all members are aware of this policy.

Signed

Chairwoman

Date