



Girlguiding

Bedfordshire

girls in the lead

Now that we have access to GO! and the ability to retrieve email addresses for our volunteers and members it is important that we use the facility in a responsible manner. Listed below are the Guidelines for Girlguiding Bedfordshire, which we ask you all to adhere to.

Acceptable email use policy

Use of email by volunteers of Girlguiding Bedfordshire is permitted and encouraged where such use supports the goals and objectives of the organisation.

However, Girlguiding Bedfordshire has a policy for the use of email whereby the volunteer must ensure that they:

- comply with current legislation
- use email in an acceptable way
- do not create unnecessary risk to the organisation by their misuse of emails.
- be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on email as it is on the street.
- sending or receiving of an email containing content likely to be unsuitable for Girlguiding is strictly forbidden.

Unacceptable behaviour

- Forwarding of Organisation confidential messages to external locations
- Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- Accessing copyrighted information in a way that violates the copyright
- Broadcasting unsolicited personal views on social, political, religious or other non-business related matters
- Transmitting unsolicited commercial or advertising material

Security and Privacy

- Protect by keeping your password to yourself; never use someone else's logon name or password.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.

Sending our mass emails

Communication is the key to good guiding and using Go! you can make sure everyone gets the same message at the same time using the bulk e-mail function, the groups of people that you have access to will depend on your access rights on GO! It is recommended that local use of group emailing should be at unit, District or Division level and those Districts and Divisions should set up local protocols.

It is the intention of Girlguiding Bedfordshire that any mass emailing to wider groups such as all Brownies Guiders in the County, or all volunteers within the County, will continue to be sent out by a single volunteer within the County. In an attempt to cut down on the number of emails sent to large groups could all information requiring distribution be sent to Debbie Docherty, Sue Champkins or Sophie Dackombe. They will then be sorted and where possible added to the monthly newsletter. Other mass emails will only be sent out if the deadline is too short to meet the newsletter time scales.

When sending emails to a number of people it is strongly recommended that you use the BCC (Blind Carbon Copy) and not the To box for the recipients.

Email disclaimer.

Any use of mass emails for Girlguiding purpose should include the following disclaimer.

"This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Girlguiding Bedfordshire

If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error."