



1. Purpose

- 1.1 The purpose of this guideline is to ensure the proper and effective use of email and personal information for *[Insert Club Name]* (“ club abbreviation”) communications.
- 1.2 This policy sets out accepted behaviours expected of staff, officers and members of *[Insert Club Name]* when using email and personal information in connection with *[Insert Club Name]* activities.

2. Scope

- 2.1 This policy applies to all staff, officers and members of *[Insert Club Name]*.

3. Policy Statement

- 3.1 Care needs to be taken with the content of emails and the use of personal information.
- 3.2 Email creates a permanent record.
- 3.3 Emails may be required to be produced in court proceedings.
- 3.4 Written complaints concerning staff, officers or members of *[Insert Club Name]* or the public should be sent to the President of *[Insert Club Name]*.
- 3.5 Except in the case of clause 3.4, nothing should be written in an email that brings *[Insert Club Name]*, its staff, officers, or members into disrepute.

4. General Conditions

- 4.1 All staff, officers and members are required to comply with all policies issued by SLSA (National), SLSNSW (State) and SLSSNB (Branch) that apply to email communications and personal information.
- 4.2 Staff, officers and members must ensure that all email communications sent on behalf of *[Insert Club Name]* comply with all relevant legislation including privacy and discrimination.

5. Special Conditions

- 5.1 Only use email in connection with *[Insert Club Name]* activities for legitimate purposes.



- 5.2 Do not disclose confidential information concerning the operations of *[Insert Club Name]* or its members without permission of the President or nominated Delegate ie Director.
- 5.3 Ensure all personal and sensitive information about members is kept confidential.
- 5.4 No officer or member should communicate with the media on *[Insert Club Name]* matters without the knowledge and consent of the President of *[Insert Club Name]*.
- 5.6 Do not use email in connection with SLS SNB business to send any defamatory, disparaging or threatening remarks about anyone.
- 5.7 Do not use email in connection with *[Insert Club Name]* business to send any obscene or pornographic material.
- 5.8 Do not send or post any photographs in connection with *[Insert Club Name]* business on public social networks such as Facebook without the express permission of those depicted in the photographs whether or not those photographs are of *[Insert Club Name]* sanctioned activities including club activities, training, competition, lifesaving and patrol activities (See Social Media Policy).
- 5.9 Do not send any photographs in connection with *[Insert Club Name]* activities which have the effect or likely to have the effect of embarrassing or defaming or discriminating against another person.
- 5.10 All email communications from Nipper Age Managers or members of the Nippers sub-committee should be copied to the Club's body responsible for overseeing Junior Activities unless there are reasonable grounds not to copy the email to the Secretary of the Nippers sub-committee.

6. Disclaimer

- 6.1 All members understand and acknowledge that *[Insert Club Name]* reserves the right to include photographs and information about members in club publications and may provide those photographs and articles to Branch, State and media organisations for legitimate surf lifesaving promotional or reporting purposes without necessarily first obtaining consent from those persons the subject of the photographs or articles.
- 6.2 All staff, officers and members who write email communications on behalf of *[Insert Club Name]* should include a disclaimer along the following lines:

Disclaimer: This message and any files attached is intended solely for the use of the person to whom it is addressed and may contain information that is confidential and privileged under applicable laws. If you are not the intended recipient, you are hereby notified that any use, review, disclosure, copying, printing, distribution or dissemination of this message is prohibited. This email is intended for the recipient only and no part thereof or the email in its entirety should be forwarded to any other person without the express permission from the sender of the original message. We take no responsibility of any reliance that you may place on this message and we further take no responsibility for any viruses or other damaging elements that may be contained in this email together with any of its attachments. If you



received this message in error, please notify us by return email and arrangements will be made to retrieve the same from you.

7. Compliance

- 7.1 Compliance with this policy is a condition of membership of *[Insert Club Name]*.
- 7.2 Failure to comply with this policy may result in disciplinary action up to and including termination of membership.
- 7.3 This policy was last updated on *[Insert date]* and should be reviewed annually or as required.

President: *[insert name]*

Date: *[insert date]*

Signed: _____