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.