

Carshalton Beeches Rotary Club

Outline Web Publishing Policy – Draft Issue 2

10th April 2013

General

This document sets out the policy adopted by the club in relation to publishing the club website and interaction with social media including facebook and Twitter.

Vital Restrictions

We do not publish any person's

- Private telephone numbers
- Business telephone numbers
- Email address
- Social-media identity
- Whereabouts (i.e. on-holiday)
- Personal information (occupation, marital status, age)
- Photographs of children under the age of 16

unless the individual concerned (or parent/guardian if appropriate) has given written permission for the club to do this.

The club will use a standard pro-forma to record these permissions

Permissions Agreed by the Club

The following may be published to the Website and social-media:

Club member list *(names only)*

Club Officer list *(names and club contact email address)*

Contact Points (details of members who are contact points for the public or other Rotarians)

- For Meal bookings/cancellations *(names, club contact email address, club contact phone number)*
- For those Interested in joining *(ditto)*
- For those requesting assistance *(ditto)*
- For those wishing to donate *(ditto)*

Past members list *(names only)*

Past Presidents list *(names only)*

Friends of Rotary *(names only)*

Honorary members *(names only)*

Paul Harris Fellows *(names only)*

Photos of public at events we organise

- Adults *(names only with written consent unless this information is in the public domain e.g. The Mayor)*
- Children *(under 16 not allowed without parent/guardian's written consent)*

Photos of Rotarians supervising at events

- identifying Rotarians as members of the club *(names only)*
- identifying non-member helpers *(names only)*

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Photos taken at club's private social events

- identifying Rotarian members as members of the club (*names only*)
- identifying guests by name (*names only with written permission*)
- identifying location e.g. President's house (*location information not allowed and address not allowed*)

Reports of Club activities

- Naming event organisers (*names and club contact email address*)
- Naming helpers (*names only by written permission*)

Speaker List

- Name of speaker (*names only. email address etc. only with written permission*)
- Organisation speaker represents (*full details*)
- Photo of speaker (*if offered by speaker. club's photo by written permission*)
- Amount donated to speaker's organisation if relevant (*full details*)

Authorisation and Change Control

Activity	Authorised at Level			
	Council	IT Group	Webmaster	Committee Chair/Club Officer
Legal Notices	Yes			
House Style/Branding	Yes			
Club Financial Information	Yes			
Changes to Guidelines	Yes			
Expenditure (on Hosting etc)	Yes			
New Initiatives	Yes			
Advertisers/Sponsors	Yes			
Choice of Service Providers		Yes		
Website Structure		Yes		
Organisations to 'link' to			Yes	
General Rotary/Club content			Yes	
Club's facebook/Twitter postings			Yes*	
Club's facebook 'like's			Yes*	
Club's News Page content			Yes*	
Club's Calendar content			YesΔ	
Club's Photo Gallery content				Yes
Club's Activities Pages content				Yes

*Additionally by any facebook/Twitter administrator Δ Additionally by Club Secretary

Annual Review

- Review IT group membership
- Review Webmaster appointment
- facebook/Twitter administrators

New Facilities requiring Club Expenditure

- Club contact phone number (visitors, meals etc)
- Secure website (HTTPS:) hosting for "Help my Friend"