



Title: **Members Internet, Emailing & Social Media Policy**

Date: 6 November 2015

INTERNET POLICY

Internet usage

Members have access to the Internet through provision of the Club's WiFi connection. The purpose of these rules is to protect the Club's legal interests. Logging on to sexually explicit websites or the downloading and/or circulation of pornography or other grossly offensive, illegal or obscene material or using the Internet for gambling or illegal activities whilst using this facility constitutes gross misconduct and could render the member to disciplinary action under the Club's disciplinary procedure.

Social networking and video sharing websites

When logging on to and using social networking and video sharing websites and blogs at any time, including personal use on non-Club computers outside the workplace, members must not:

- publicly identify themselves as working for the Club, make reference to the Club or provide information from which others can ascertain the name of the Club
- write about the Club - and they must ensure also that any views expressed are clearly stated to be theirs alone
- conduct themselves in a way that is detrimental to the Club or brings the Club into disrepute
- allow their interaction on these websites or blogs to damage relationships between employees and members of the Club
- include personal information or data about the Club's members, employees, contractors, suppliers, customers or clients without their express consent (an member may still be subject to disciplinary action liable even if members, employees, contractors, suppliers, customers or clients are not expressly named in the websites or blogs as long as the Club reasonably believes they are identifiable) - this could constitute a breach of the Data Protection Act 1998.
- make any derogatory, offensive, discriminatory or defamatory comments about the Club, its employees, contractors, suppliers, customers or members (an member may still be subject to disciplinary action even if the Club, its employees, contractors, suppliers, customers or clients are not expressly named in the websites or blogs as long as the Club reasonably believes they are identifiable)
- make any comments about the Club's employees that could constitute unlawful discrimination, harassment or bullying contrary to the Equality Act 2010.
- disclose any confidential or sensitive information belonging to the Club, its employees, contractors, suppliers, customers or members or any information which could be used by one or more of the Club's competitors, for example information about the Club's work, its products and services, technical developments and staff morale
- breach copyright or any other proprietary interest belonging to the Club.

Members should remember that social networking websites are a public forum, even if they have set their account settings at a restricted access or "friends only" level, and therefore they should not assume that their entries on any website will remain private.

If Members are asked to contribute to an official blog or newsfeed connected to the Club, then special rules apply and the Member will be briefed in detail about what to write. Members who are discovered contravening these rules, may face disciplinary action under the Club's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the Member being expelled from the Club.

Contravention of this policy

Failure to comply with any of the requirements of this policy is a disciplinary offence and may result in disciplinary action being taken under the Club's disciplinary procedure.