



Frenchay After Burns Children's Club.

Registered Charity Number 1105104.

# Computer Use and Social Media Policy

<b>Policy ID</b>	FAB-P04
<b>Version</b>	1.1
<b>Title</b>	Computer Use and Social Media Policy
<b>Approved by</b>	FAB Exec Committee
<b>Date Issued</b>	17 <sup>th</sup> June 2021
<b>Review Date</b>	17 <sup>th</sup> June 2023

## Computer Use Policy

All the FAB Club Executive Committee Members and volunteers must comply with the **General Data Protection Regulation (EU) 2016/679 (GDPR)**.

All FAB Club electronic data should be dealt with in accordance with the confidentiality policy.

Copyright should be respected, from both the FAB Club and external sources.

Any inappropriate use of electronic data should be reported immediately to an Executive Committee Member.

E-mail addresses held by FAB Club must only be used for purposes in conjunction with FAB Club and be of a professional nature. You should always obtain permission from the individual before using their email address.

Users are responsible for all emails sent and for contacts made that may result in emails being received. Please remember that emails can be inadvertently sent to the wrong person, so professional language should be always used.



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If using the FAB Club computer equipment, its use for personal financial gain, gambling, political purpose, advertising and access to inappropriate materials such as pornographic, racist or offensive material is strictly forbidden.

Failure to comply with these guidelines will be considered as inappropriate conduct and will result in disciplinary action being taken.

All FAB Club volunteers will not befriend individual members of FAB Club or any other burn clubs on personal social networking sites. Befriending individual members must only be done through FAB Club's own Facebook or Twitter page which is monitored by FAB Clubs Web Administrator.

FAB Club will only allow photographs deemed suitable to be placed on the FAB website or social networking site. No photographs will be put on the website or social networking sites that are deemed inappropriate. FAB Club is not responsible for photographs uploaded on to the FAB Club Facebook page by members. The site website and social media administrator (FAB Club Web Administrator) does, however, reserve the right to remove any photographs deemed inappropriate.

All FAB Club volunteers and members have a responsibility to alert the FAB Club Secretary to anything they feel is inappropriate.