This presentation is a reminder of the Dos and Donts when sending communications on behalf of a BCS group, branch or Community.
Why is it important to get it right?

When sending communications on behalf of BCS it is important to remember that the Data Protection Act 2018 and the UK General Data Protection Regulations apply.

Making mistakes could result in fines for BCS.

Simply put, it’s the law!
Key documents to be familiar with:

Please ensure you have read and understand the following documents:

List Server Guidelines

Member Groups Good Practice Guide for Data Protection
The Dos

- Do ensure that only nominated committee members (BCS Professional members or above) have permissions to post to the lists directly.

- Do ensure all communications are sent via the lister servers.

- Do ensure that messages are sent inline with List Server Guidelines.

- Plain text should be used for clear and concise communication.

- The senders role, name and email address should always be included for reference and contact purposes.
The Dons

- Forward messages that contain irrelevant conversation threads
- Forward messages that contain the email addresses of others (even if they are committee members)
- Contact other branch/group members directly, please liaise with the appropriate Community Coordinator
- Cc other recipients into the communication. Bcc must always be used in such circumstances.
Not sure what to do?

Contact your Community Coordinator for advice (click here to check who your coordinator is)

- Groups@bcs.uk
- Mandy Bauer – Mandy.Bauer@bcs.uk
- Sara Brice – Sarah.Brice@bcs.uk
- Marie Setterfield – Marie.Setterfield@bcs.uk
- Caroline Vaan-Canning – Caroline.Vann-Canning@bcs.uk
- Kerry Wear – Kerry.Wear@bcs.uk