COMMUNITIES AND COMMUNICATIONS
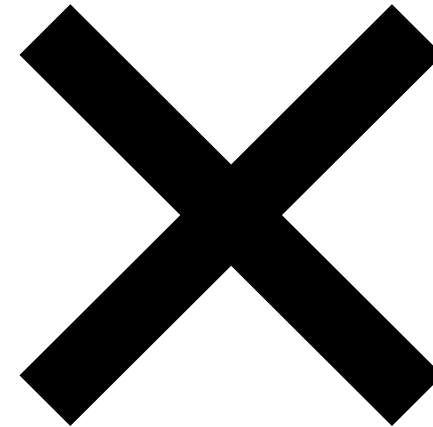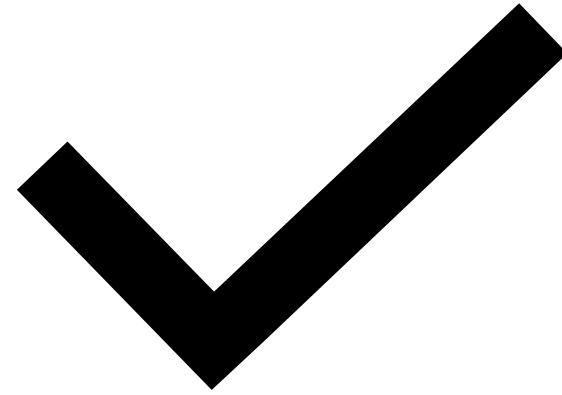
Compliance

February 2022

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!
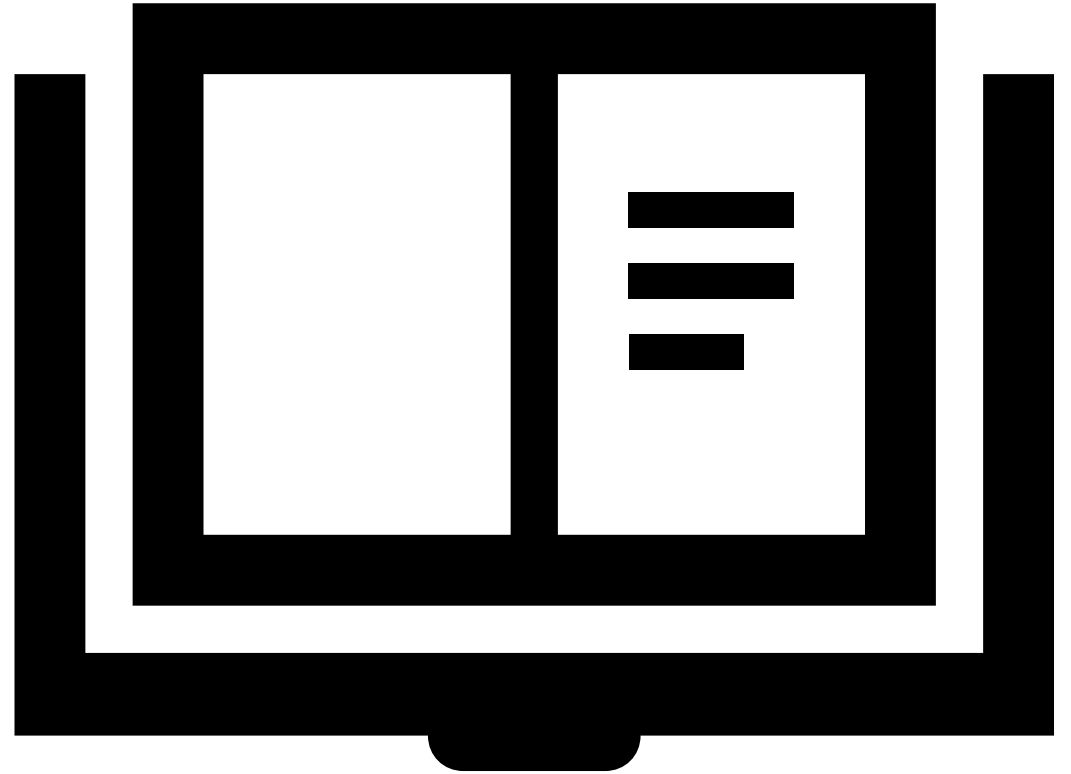
Key documents to be familiar with:

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 Donts

✗ **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

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