



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>	1.2
<b>Title</b>	Computer Use and Social Media Policy
<b>Approved by</b>	FAB Exec Committee
<b>Date Issued</b>	19th March 2024
<b>Review Date</b>	19th March 2024

## 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. Permission should always be sought from an individual before using their personal 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. Wherever possible communications should be sent from and received to the [mail@fabclub.org.uk](mailto:mail@fabclub.org.uk) email address rather than personal accounts.



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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 current 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 Exec to anything they feel is inappropriate.