



Beaumaris Children's Playhouse

Email Policy

By supplying an email address, Members accept that it will be used for *official* Playhouse correspondence.

Email is the preferred method to deliver information related to the management of the Playhouse. All *official* Playhouse correspondence will be sent by email, where a member has provided an email address. All *official* correspondence sent by email will also be posted on a Noticeboard at the Playhouse. Items sent by email will be considered to be equivalent to those sent or posted in writing.

Only members of the Committee who need to correspond with members via email to complete their duties will be allowed access to the email address list.

Sending of broadcast email to *all* members of the Playhouse, or a substantial subset, requires the approval of the President. Broadcast emails must not display member details in the address line. Emails must be addressed to self and then blind copied (BCC) to others to protect the privacy of members.

Email may not be used for commercial purposes under any circumstances.

It is expected that all email communications will be expressed professionally and courteously, in a manner which is not likely to cause offence.

The sender of an email must be clearly identifiable in all transmitted messages.

Approved: 10th May 2010