



RAODS / Plaza Theatre Email Policy

- 1) To ensure appropriate confidentiality when using email, do not include any information that you would not want to be seen by anyone other than the recipient - be aware the person you send it to might forward your email to others.
- 2) To ensure appropriate accountability do not allow others to use your e-mail account.
- 3) If communicating for a business or other organisation, advise the recipient that you are emailing them “on behalf of organisation xxxxxx”.
- 4) E-mail must not contain defamatory comments: inappropriate remarks or statements about a person or company/firm may result in legal action being taken.
- 5) Where any original material is received by email, the copyright owner may prohibit its further distribution. If there is any doubt, confirmation should be sought from the party which sent the original email.
- 6) Passing on email addresses (eg by forwarding a received email to other persons) may be in conflict with the Data Protection Act.
- 7) Exercise restraint in sending emails to large groups of people. There are valid reasons to send emails to large groups of people but, before sending, please consider whether your email is really going to be important to so many people.
- 8) Keep the email as short and to the point as possible.
- 9) Do not send attachments or graphics to large groups of people.
- 10) Try to avoid using “Reply To All” on emails sent to a large group unless specifically requested by the originator.
- 11) Do not send personal, news items, adverts, jokes, political, medical or sporting material to large groups or persons who have not authorised receipt of such materials.
- 12) To email a group while protecting privacy of individual email addresses, leave the “to” field and “cc” field blank. Place the addresses you wish to reach in the “bcc” field (Blind Carbon Copy). This will ensure the recipients do not receive email addresses of anyone but the sender.
- 13) Do not use all CAPITAL LETTERS - it implies you are shouting.
- 14) Be aware that a recipient may not perceive an email in the sense the sender intended - if the issue or situation merits it, a phone call or meeting may be better.
- 15) Be aware that an email sometimes does not reach its destination. If email does not yield the response you seek try phoning instead.
- 16) Be mindful that a recipient may not have as frequent access to their system as you do to yours. A chase-up email message may have a negative effect if sent before the recipient has had a reasonable opportunity to read the first email.

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