

The Irish Association of Barbershop Singers CLG (IABS)



Electronic Communication Policy

Policy prepared by: The Irish Association of Barbershop Singers CLG herein known as IABS

Policy	Version History	Approved by:	Date
Electronic Communications Policy	1.0 March 2021	The Board of Directors	March 2021
	Next Review March 2023		



Guidance to Ensembles/Members

1. Introduction

The purpose of this policy is to offer guidance to our members on the appropriate use of electronic communication in relation to the activities of IABS.

IABS recognises that electronic communication offers many opportunities in the way we can communicate in our personal or professional lives and when engaged in the activities of our Association. This communication can be in many forms and covers the use of email and the internet including social networking sites such as Facebook, Twitter, Instagram, Zoom and blogs.

Make sure all members of your Ensemble are aware of the following:

2. Email

IABS recognises and encourages the use of email as a means of communication within and when engaged in the activities of the association; it enables us to communicate efficiently and effectively. Members should ensure that emails are sent in a professional and courteous manner.

They should not contain:

- Language that is considered rude or offensive
- Anything that is or may be construed to be discriminatory, derogatory, defamatory, harassing, threatening or bullying

All members should ensure that contact details used are in line with IABS Data Protection Policy. When emailing all members or member groups, the "Bcc" field should be used rather than the "To" field so that personal contact information is not shared within these emails. Please adhere to IABS Data Protection Policy

However, it is recommended that the "To" and "cc" field is used for emails between the IABS Committees, thus enabling all the email recipients to recognise the extent of the circulation list. This is necessary for further communication between parties.

3. Social Networking

Members should ensure that posts on IABS social media sites are sent in a professional and courteous manner. They should not contain:

- Language that is considered rude or offensive
- Anything that is or may be construed to be discriminatory, derogatory, defamatory, harassing, threatening or bullying

When IABS hosts events through these platforms they may be recorded as indicated in the IABS Data Protection Policy.