

## Green Bay Swim Club Email Policy

Green Bay Swim Club (GBSC) considers email an important means of communication and recognizes the importance of proper email content and security of email addresses. The following guidelines are to protect GBSC and its members:

Email addresses are considered private, the same as phone numbers, and GBSC members are not allowed to use members email without permission. If you receive an email from GBSC that contains other member email information, this does not allow you to use those addresses without permission from the member.

Email addresses are not to be given to others without prior approval. All members will be given an opportunity to have their email published in the GBSC directory if they so choose. This will constitute permission for other members to use your email for GBSC purposes only.

**Members are expected to use email communication in a responsible, effective and lawful manner.** Although by its nature email seems less formal than other communication methods, the same laws apply. If you send, forward or attach confidential, libelous, defamatory, or offensive information you can be held liable.

Bulk emails to Members of GBSC that are not directly related to GBSC registration, fundraising, or Club business must have Board approval. Bulk emails should be sent in blind copy format to protect email addresses.

GBSC Members can request to be excluded from email communication in total or from a particular member. The Board will review the request and accept or deny the request based on the facts and circumstances. There may be a fee to be excluded from all GBSC communications, as this will require paper communication in the Club file box.

Violations of the above policy will result in an initial request to stop the behavior. Second violation will be cause for removal. If the initial offense seems particularly abusive or offensive GBSC Board will consider removal from the Club.

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GBSC Member

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Date