EMAIL GUIDELINES

Email is a good method of communicating quickly with other members of the U3A. It is particularly useful for group leaders if there is, for example, a sudden need to cancel a meeting. We must all, however, take care to protect the privacy of member data, including email addresses. This guidance may act as a reminder, but Peterborough U3A cannot give an absolute guarantee that members' email addresses will not be visible to other members in communications. However, there should be recognition that trust is important if the tool is to be used effectively.

The purpose of these guidelines is to clarify the use of the *To*, *CC* and *BCC* functions in an email message.

1. All addresses written in the *To* box will be visible to all other recipients if multiple addresses are inserted. This is the standard function used to obtain a response from those addresses, or to ask those members to comply with a request.

2. It may be useful for someone else to be included in email correspondence for information purposes. The *CC* box is used for that person's address. The member with whom you are in direct correspondence will know that the email has been copied to any address given in the *CC* box. The *CC* recipient may, of course, respond if he/she wishes, but is likely not to be directly involved in the issue under discussion.

3. The *BCC* tool is used for the same purposes as those described in paragraph 2 above. The difference is that any address inserted here will *not* be visible to other recipients of the email. This allows that member to remain anonymous as far as the other recipients are concerned, but includes them in what might be important information. If you send the email to yourself and put *all* mailing addresses in the *BCC* box, any recipient will see only your address.

4. If the circulation list is large, use of the *To* and *CC* functions will lead to a very bulky header section in the email, as all the included addresses will be shown. This is avoided if the *BCC* function is used, which will allow for a more compact message.

Some members may have more than one email address that you know. Please be careful to use only the address that has been specified for U3A correspondence. Any individual can set up a separate email address for this, so their day-to-day one will not be compromised by an inadvertent lapse.

One final note for group leaders... If you have set up a group circulation list, do monitor those who leave your group at a later date and remove their addresses - and don't forget to add the addresses of those who join subsequently.

N.B. *Any email address given to Peterborough U3A by its members will be used for internal U3A communications only. Membership records are kept on a remote, secure server, not on a member's computer, and neither email addresses nor other personal data will ever be given to a third party, including other U3A members, without the permission of the member concerned.*

Hilary Lewis, PU3A Data Protection Officer
February 2017