



POLICY // MEMBERS' MAILING LIST POILEASIDH // LIOSTA PHOST-DEALAIN

What is the members' mailing list?

Inverness Canoe Club operates a members' mailing list which can be used to send emails around the membership with ease. It negates the inconvenience of having to type every email address into the 'To' field by hand and, more importantly, avoids the disclosure of members' email addresses to the wider internet. Joining the list helps you to keep up-to-date with club news, events and activities.

How do I join the mailing list?

All members of Inverness Canoe Club have the option to join our members' mailing list; however only members of the list can actually send/receive list emails. If you did not opt in to the mailing list when you joined the club, you can do so by emailing webmaster@invernesscc.org.uk

How do I use the mailing list?

- To send an email to the list, please use the email address that you registered with the club, to send an email to: members@invernesscc.org.uk
- If you wish to unsubscribe from the list, please use the email address that you registered with the club, to send a blank email with **UNSUBSCRIBE** in the subject line to members-admin@invernesscc.org.uk
- If you wish to receive each email distributed by the list, as and when it is sent, please use the email address that you registered with the club, to send a blank email with **SET -DIGEST** in the subject line to members-admin@invernesscc.org.uk
- If you wish to receive only one email per day from the list which aggregates any emails sent during the previous 24 hours, please use the email address that you registered with the club, to send a blank email with **SET +DIGEST** in the subject line to members-admin@invernesscc.org.uk
- For help using the list, please use the email address that you registered with the club, to send a blank email with **HELP** in the subject line to members-admin@invernesscc.org.uk

What rules apply to the use of the mailing list?

Use of Inverness Canoe Club's members' mailing list is subject to the following rules:

1. Emails sent to the list (including any associated attachments) must not include

any unsuitable/foul language, inappropriate content or defamatory comments;

2. The list must not be used for the sending of emails (including any associated attachments) which are unrelated to paddlesport (including, but not limited to: chain emails, jokes, general news releases, political activity etc.);
3. The list must not be used for the sending of emails (including any associated attachments) which constitute advertising relating to commercial sales or services which are not paddlesport-related;
4. The list must not be used for the sending of emails (including any associated attachments) which constitute commercial advertising relating to paddlesport-related services, unless such services include a minimum 10% discount for club members AND relate to training or assessments which are EITHER not generally provided by the club OR where the club does generally provide such training or assessments, that they have been over-subscribed, cancelled or are not scheduled to take place within a period of 6 months from the date on the advertising email;
5. The list may be used for the sending of emails (including any associated attachments) which constitute advertising relating to non-commercial sales which are paddlesport-related;
6. The list may be used for the sending of emails (including any associated attachments) which constitute the advertising of discount evenings (or similar) or discounts available (on production of a membership card) to members of Inverness Canoe Club offered by outdoor equipment shops located within the Scottish Highlands;
7. While the list can be used for circulating attachments, users must ensure that file sizes are kept within reasonable thresholds (e.g. do not exceed 10MB or thereby) as large files can be problematic for club members with slow internet connections;
8. Where there is any doubt regarding the use of the mailing list, the Committee reserves the right to determine whether any use (whether proposed or retrospective) is acceptable.

These rules have been drafted in order to comply with Data Protection requirements; it is therefore important that list members adhere to them at all times. If you are in any doubt, please email: webmaster@invernesscc.org.uk

What if I breach the list's rules?

Depending on the circumstances, failing to accord with the list's rules may constitute a breach of data protection. Where a club member breaches the rules of the list on 3 or more separate occasions, they will be barred from sending emails to the list and/or removed from the list entirely for the remainder of their membership subscription.

Where can I advertise commercial services?

You can advertise commercial services, activities, training and assessments on the Inverpaddle forum: <http://www.inverpaddle.com>