



Computer Use Policy

All of the Scottish Burned Children's Club [SBCC] Executive & General Committee Members and volunteers must comply with the Data Protection Act (1998).

Any electronic data relating to the SBCC held on personal computers is the property of the SBCC and if a member ceases to be a volunteer, all data must be returned to the SBCC and deleted from the individual's computer.

All SBCC electronic data should be dealt with in accordance with the confidentiality policy.

Copyright should be respected, from both the SBCC and external sources.

Any inappropriate use of electronic data should be reported immediately to an Executive Committee Member.

Use of email addresses held by the SBCC must only be used for purposes in conjunction with the SBCC and be of a professional nature. You should always obtain permission from the individual before using their email address.

Users are responsible for all emails sent and for contacts made that may result in emails being received. Please remember that emails can be inadvertently sent to the wrong person, so professional language should be used at all times.

If using the SBCC computer equipment, its use for personal financial gain, gambling, political purpose, advertising and access to inappropriate materials such as pornographic, racist or offensive material is strictly forbidden.

Failure to comply with these guidelines will be considered as inappropriate conduct and will result in disciplinary action being taken.

All the SBCC will not befriend individual members of the SBCC or any other burn clubs on personal social networking sites. Befriending individual members must only be done through the SBCC's own Facebook page which is monitored by the SBCC Facebook administrator.

The SBCC will only allow photographs deemed suitable to be placed on the SBCC website or social networking site. No photographs will be put on the website or social networking sites that are deemed inappropriate. The SBCC is not responsible for photographs uploaded on to the SBCC Facebook page by members. The site website and Facebook administrator/ website administrator does, however, reserve the right to remove any photographs deemed inappropriate.

All SBCC volunteers and members have a responsibility to alert the website and Facebook administrator[s] to anything they feel is inappropriate.