



**The Royal Canadian Legion
RCL Branch 638 Kanata**

MEANS OF COMMUNICATION POLICY AND PROCEDURES

Issue Number 001

Issued 10/06/2015

POLICY: Usage of the Royal Canadian Legion, Branch #638's ELECTRONIC MAIL, WEBSITE, SOCIAL MEDIA (FACE BOOK), FACSIMILE, HARD COPY MAIL, VOICE MAIL considered official means of communication incoming and outgoing are solely for the purpose of conducting business of the Royal Canadian Legion, Branch #638, Kanata.

This policy describes appropriate and authorized use of Branch #638's Means of Communication in correlation to Dominion Command's Privacy Policy (attached). This policy may be modified from time to time by approval of the Branch Executive.

Privacy Issues

Personal information contained within the Application for Membership form and is provided with the individual's consent is used for communication purposes by mail or otherwise by only Branch #638 members who are appropriately authorized. This personal information is considered property of Branch #638 and the individual and there is a responsibility to respect and protect a member's privacy.

PROCEDURES:

EMAIL (electronic mail):

- Email accounts are assigned to designated positions as follows: Secretary, Membership, Treasurer, Public Relations and others as required and authorized by the President or his designate
- Authorized access to distribution email lists of members' email addresses and outsiders' email addresses is restricted to the Branch Secretary, Volunteer Co-ordinator, Membership Officer, Public Relations Officer, Committee Chairs and others as authorized by the Branch President. Distribution lists of members and outsiders' email addresses may only be on personal home computers of those authorized. Unauthorized use of Branch members' email addresses, for example in the form of distribution lists will not be tolerated.
- Maintenance of Branch members' email address distribution lists is the co-ordination and responsibility of the Membership Officer and Secretary and any other position the President authorizes.
- Incoming emails are to be monitored and redirected by the Branch Secretary accordingly and/or whom the Branch President authorizes and deems necessary.



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EMAIL (electronic mail): (cont'd.)

- Use of Branch email distribution lists to promote Ladies' Auxiliary events and/or announcements must be authorized by the Branch President and conducted by those with authorized access.
- Only emails promoting/supporting events, forwarding information or business of Branch #638, Zone, District, Provincial, Dominion Command levels, Areas of interest to Veterans shall be forwarded to Branch members. All other emails must be authorized by the Branch President or his designate
- Branch #638 confidential information shall not be shared outside the Branch without authorization at any time.
- Personal business using the legion computer or email is not permitted.

MAIL (HARD COPY) & FACSIMILES

- All mail and packages delivered shall be logged in the mail log; date received; distributed to the appropriate recipient.
- Mail and packages to be opened by the Secretary.
- All incoming Branch related faxes to be entered in the mail log and distributed to the appropriate recipient.
- Outgoing faxes must be Branch related only unless authorized/approved by an Executive member.

SOCIAL MEDIA (FACE BOOK) & WEBSITE


- Branch #638 Face Book and Website to be maintained only by members authorized by the Branch President.

VOICE MAIL

- Voice mail messages to be retrieved daily by those authorized and forwarded to the appropriate recipient.

This policy statement has been approved by the Branch Executive on 13/05/2015


Bruce Judge
Policy and Procedures


John Cher
President