

**SWEET ADELINES AUSTRALIA
DIGITAL COMMUNICATION POLICY
V1 2 February 2013**

Sweet Adelines Australia permits the use of email, digital media and social networks. We encourage our Regional Management Team and Committees to communicate about regional business via email, the regional website and on social media sites. We believe that communication positively influences our mission and supports us in the development of relationships.

Our guidelines are encompassed in the following 7 points:

1. Responsibility: Those speaking on behalf of Sweet Adelines Australia take the necessary care in their postings as they leave a permanent trail on the internet.
2. Confidentiality: Respect confidential information regarding Sweet Adelines Australia, Sweet Adelines International and our members.
3. Respect: Do not publish negative content and always speak in an encouraging and supportive tone. When in doubt, leave it out.
4. Copyright: Respect copyright at all times.
5. Privacy: We use member email addresses only for Sweet Adelines Australia business and will not share them with third parties, unless members permit us to.
6. Security: We only employ products and services from reputable financial services organisations when conducting e-Commerce activities such as merchandise and event ticketing sales.
7. No Discrimination: Whilst we encourage members to use technology to communicate, we make alternative options available to those who choose not to.

Breaches of these guidelines should be referred in first instance to the Sweet Adelines Australia Team Coordinator: teamcoordinator@sweetadelines.org.au