Shotley Point Yacht Club

Shotley Marina, Shotley Gate, Ipswich, Suffolk, IP9 1QJ
Email: commodore@shotleypointyc.org
Website: www.shotleypointyc.org
www.facebook.com/shotleypointyachtclub

RYA Affiliated

Shotley Point Yacht Club (SPYC) makes extensive use of information technology.
This includes (but is not restricted to) the club website, Facebook page, and WhatsApp groups. This policy defines the management and use of IT relating to SPYC only

INFORMATION TECHNOLOGY POLICY

1. **Web Site** www.shotleypointyc.org

a) **Administrator –** There should be a minimum of 2 people with Administrator level access. Along with the website service provider (simon@netphobia.co.uk these are the only people able to change the framework of the website. Significant i.e. any alteration which might change the look or operation of the site's pages, requires sign-off by the Committee. This does not include husbandry or updates performed by the Administrators

 > **Duties-** To ensure the website is GDPR compliant.
 > To maintain and update the look and feel of the site. To maintain the integrity of the site.
 > To ensure payment of licences and certificates.

b) **Editor –** There should be 2 people with Editor level access. They should not be the Administrators and one should be the Crow's Nest Editor

 > **Duties-** To proofread all input and media ensuring suitability for public consumption.

c) **Author –** Should be none of the above. They should be regular contributors to the website. e.g. Commodore, Vice Commodore, Club Secretary, Hon Treasurer.

 > **Duties-** To provide regular input in line with their role within SPYC.

d) **Contributor –** Individuals who have a document they wish to be published; this could be any club members.

 > **Duties-** To submit information as and when required after approval by an Editor.

e) **Subscriber-** All other club members.

 > **Duties-** To provide feedback.

A list of authorised people is at Attachment 1. Annex i

2. **Email Addresses** @shotleypointyc.com

a) **Administrator –** The IT Manager is the administrator of the club email addresses. They ensure that all passwords are changed annually and on the registration of new users.

b) **User –** Usually a committee member who is appointed to a position which requires the use of a formal club email address. These email addresses are not to be used for illicit or unsavoury purposes which might bring the club into disrepute. The address should only be used for the electronic communication of club information. The receipt of threatening or disturbing information should be reported directly to the Commodore or Vice Commodore. In the case of serious or personal threats and/or extortion the recipient should report the incident directly to the police.

A list of authorised people is at Attachment 1. Annex ii

3. **Facebook** www.Facebook@ShotleyPointYachtClub

a) **Administrator –** There should be 2 people with Administrator access at all times. They are authorized to: manage pages, roles, and settings; edit pages and add apps; create and delete posts; send messages as the page; respond to and delete comments and posts to the page; remove banned people from the

page; create ads, promotions, or boost posts; view insight; view page quality tab; see who has published as the page; publish and manage jobs; turn on job features for a post.

> **Duties-** To maintain the integrity of the site, to monitor roll on the site and assist the Editors in their duties.

b) **Editor –** There should be at least 2 people with Editor level access at all times. They are authorized to: edit pages and add apps; create and delete posts as the page; send messages as the page; respond to and delete comments and posts to the page; remove banned people from the page; create ads, promotions, or boost posts; view insight; view page quality tab; see who has published as the page; publish and manage jobs; turn on job features for a post.

> **Duties-** To post material relevant to the readers of the page and censor comments that might be detrimental to the club

c) **Users-** This site should be used for articles which might be of interest to followers. Users should maintain a level of integrity with regards to the club and other members.

A list of authorised people is at Attachment 1. Annex iii

4. **WhatsApp** https://chat.whatsapp.com/Db3ZIDwet6NIF6GUW9Rfdr

Groups include: "SPYC Members", "SPYC Committee", and groups set up for specific events.

a) **Administrator –** Only 1 administrator is required for the 'SPYC Members' and 'SPYC Committee' groups. However, individuals who run events might open an 'Event' group specific to that event. In this case they are the administrator of that group. In both cases they are authorized to administer the system, inviting members attending the event and deleting members post event on behalf of SPYC.

> **Duties-** To oversee the quality of information, if necessary, warning and or deleting members who use the platform in a disrespectful manner.

> Close 'Event' groups at a suitable time after the event, ensuring all required imagery/media has been captured.

b) **Users-** Must only use the site for SPYC and sailing business in general. While the club welcomes constructive criticism, users should maintain a level of integrity with regards to the club and other members.

A list of authorised people is at Attachment 1. Annex iv

5. **Retention of information**.
In line with the club's Data Protection Policy, it is mandatory that personal data is not held for longer than necessary. The IT Manager and website administrators should regularly – at least annually - review the need for retaining information. This should include all redundant files, forms, emails and all other publications.

a) **Event management forms-** At the end of every season prior to the AGM the administrators are to extract all relevant data from the season's events and remove all generated attendance tickets from the system.
b) **Media files-** All unlinked media files should be removed from the system at the end of each season prior to the AGM. Annual photography competition photos will be removed prior to the following year's population. Stock photographs and video can be stored with the permission of the contributor, on an external to club system.
c) **Archive Material-** All archive material, external to the main server for SPYC, must be stored in line with GDPR. It is the responsibility of the individual custodian to ensure adequate measures are in place. SPYC takes no responsibility for information held off the server.

6. Safeguarding of club IT equipment and software

The club has an IT area open to members in the club office. This holds 4 pieces of hardware and purchased software (as per the asset register). All items are accessible to club members and cannot be monitored 24/7. Security is via the office door which is locked with a key that is signed out from the tower. There is currently no password on the PC. It is the members' responsibility to ensure that all electrical items are turned off and the door is secured prior to leaving the office.

7. Password protection

The website allows individuals to set their own password on registration. A member's website password may be something memorable, but where possible, members are encouraged to set a password which includes, case change, numbers and symbols and use the "Remember My Password" function on their IT equipment. Forgotten passwords can readily be reset through the website.

8. Personal IT use

Individuals using the SPYC website must ensure they have suitable and up to date virus protection. Members must keep passwords secure, be unobserved when in use, and not use them on any other of their accounts. Individuals should take care when logging in to public Wi-Fi services.

MR ABBOTT VR
Commodore
Shotley Point Yacht Club