



EMRG Netiquette Policy

These guidelines apply to the ITI East Midlands Regional Group (EMRG) Google Group. They set out participants' expected behaviour when using our online discussion group.

Friendly and polite conduct

- Be polite to other ITI EMRG Google Group users and do not indulge in personal criticism of other members. All contributions should be friendly, constructive and give other members the benefit of the doubt, even when expressing disagreement. We want an atmosphere of cooperation and friendliness.
- Please think first before you hit the "Reply" button and always read messages carefully before sending them. Please remember that the Google Group is not an appropriate forum to express personal grievances or intimidate colleagues.
- Do not "shout" by using bold, underlining, all caps, etc.
- Please alert the Google Group moderators if you are concerned about inflammatory behaviour on the Google Group. Please try to avoid escalating the situation further in such cases.

Moderation

- The EMRG Committee members are the moderators of the EMRG Google Group.
- The Google Group moderators will monitor posts on the Google Group to ensure that they adhere to these Netiquette guidelines.
- Anyone found to be flouting the Netiquette guidelines may be sent a warning by the Google Group moderators. If they persist, their individual posts may temporarily be subject to moderation.
- Serious violations such as abuse or "flaming" may result in a temporary ban on posting on the Google Group.
- Should this behaviour continue, the individual concerned may be asked to leave the group.
- Any concerns should be raised to the moderators via the Membership Secretary, Ellen Worrell emrgmembership@gmail.com

Posting messages

- Please keep posts concise.
- You must be careful not to divulge any information about other members of the ITI EMRG which they may not wish to publicise.
- When replying to a posted message, remember to check whether your reply should be addressed to the group or to the person concerned.
- If you think information contained in a post may interest members of another e-group, please obtain the author's permission before forwarding the message to that other group.

Replying to messages

- You can send/reply to messages either via your email browser or directly via the Google Groups page.
- If you have a Google-powered email address, you will have full access to the Google Group. If your email address is not powered by Google, you will be able to send and receive emails, but not access the full Google Group forum message board.

General Data Protection Regulations (GDPR)

- The EMRG Google Group is bound by GDPR.
- You must not share details of any individual inside or outside of the group without their specific consent to do so.
- GDPR data breaches are serious and may have legal consequences.
- Any individual flouting these rules will receive a warning.
- If their behaviour continues, they will be asked to leave the group.
- Any concerns should be raised with the Data Controller, EMRG Co-ordinator Anna McGuire anna.mcguire@w3z.co.uk