

## Hallam Volunteering

### Data Protection - Guidelines for emails and text messages

---

In accordance with our data protection policy the following guidelines have been produced regarding emails and text messages.

#### **Email**

Through **Blackboard**, staff, volunteers and project leaders have the facility to email *All Volunteers*. However, this facility should only be used when authorised by the Hallam Volunteering Administrator. *All Volunteer* emails should be only be used when essential information needs to be conveyed to every single Hallam Volunteer.

Volunteers are requested to be thoughtful in their use of any emailing facility and should only be used when necessary for the delivery of their project.

Hallam Volunteering actively encourages the use of the discussion board by all volunteers as an alternative to unnecessary emails. Project Leaders are responsible for ensuring volunteers are aware of this facility.

#### **Text messaging**

Staff and project leaders should communicate with their volunteer team via the *Project Group* email facility on **Blackboard**.

Text messages should not be relied upon as the method of informing volunteers about meetings and activities. The use of text messages can only be authorised by the Hallam Volunteering Administrator and should only be used when absolutely essential.