

Our primary means of communication with our members is via electronic media such as Facebook, our web page and email. It allows us to share club news and relevant information with our members. HBRC will ensure all member communications are timely, appropriate and relevant to club-related business. Personal information regarding members will not be disclosed. All forms of electronic media will respect and maintain the privacy of our members.

HBRC will make every effort to ensure that all information on our website, Facebook Group and in club communications is true, accurate and complete. The material contained within these communications is not intended to be nor should it be relied on as professional advice. You should not act based on anything contained in these communications without first obtaining specific professional advice.

#### Email

A valid email address is required when members register with HBRC. This email address will not be made accessible to other members (unless the member in question consents for it to be shared) and will not be used for any other purpose outside of club-related business. Member email addresses will not be provided to third parties (outside of HBRC) in any instance without explicit consent by the member.

#### Website

Our website is available to the public. It provides information about HBRC and includes a link to join our club. The website is maintained and updated by the HBRC Committee.

#### Social Media - Facebook, , Instagram

HBRC is active on various forms of social media. These accounts are available to the public. Social media accounts are maintained and updated by the HBRC Committee.

#### HBRC Public Facebook Group

The HBRC Members Facebook group is a Public group. Posts to the HBRC Facebook group can be made by any group member and must contain club or running related information.

The HBRC Committee will monitor the group and if a post and/or comment is deemed offensive, abusive, inappropriate or damaging to our reputation or the reputation of any member, or deemed to be a commercial pitch, or not appropriately running- related, it will be removed and the group member responsible given a warning and/or removed from the page.

Note that members of the public are admitted to the Facebook group on request, as a recruiting tool. They do not immediately or necessarily become club financial members. Requests for admittance are assessed for genuineness by the group administrators who are members of the HBRC committee.

#### Use of Photos and Videos

HBRC follows the advice on photography in public spaces set out in the [Athletics Victoria Photography Policy \(2015\)](#).

By becoming a member, you consent to HBRC using photos or videos including your image to promote our services on our website and social media. In the instance where a member does not want an image of themselves published, they must make this clear at the time the image is taken. If an image is published and a member requests that it is removed, this will be actioned as soon as possible, and the member will be informed of the action taken.

#### Inappropriate Online Behaviour

Members who fail to follow the guidelines above across any of our electronic communication channels may face disciplinary action. This may be a written warning, removal from the group or banned from social media access, or in more serious cases, incidents may be reported to police. Cyber-bullying (bullying that is carried out through an internet service such as Facebook, email, instant messaging or website) is a criminal offence and instances of bullying behaviour (harassment, offence, intimidation or humiliation) will be reported to police if necessary.

#### Approved by:

Robert Falloon	President	October 2019
John Gray	Secretary	October 2019