



## Group Chat Policy

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This policy will continually be reviewed at committee meetings to ensure that they are working. Any general comments can be sent to [hello@hydeparkharriers.co.uk](mailto:hello@hydeparkharriers.co.uk).

This policy should be read in conjunction with the club's other policies, in particular those relating to data protection, social media, welfare and inclusion. The purpose of this policy is to provide specific guidance in respect of the club's use of group chats.

### Overview of Hyde Park Harriers Group Chats

The club uses group chats (including Facebook Messenger groups, Spond groups and WhatsApp groups) to convey and share information both to and between its members.

This policy consists of two parts:

- **General** – these provisions address the club's expectations and requirements regarding the use of all group chats.
- **WhatsApp Community** – these provisions are specifically related to the club's WhatsApp community, including a summary of the different channels of communication used within such community.

### General

The club expects all participants in our group chats to uphold our club ethos and to comply with the requirements of the club's commitments to its members, participants and third parties as set out in its constitution and other policies.

Without limitation, the club's rules regarding the use of social media as set out in the club's social media policy shall apply to the use of group chats in all relevant respects, including the provisions regarding the committee's powers to limit, delete or remove posts and/or users from a group chat.

### WhatsApp Community

Access to the club's WhatsApp community is open to members, participants and third parties interested in the club's activities, subject to the requirement that all participants in the club's WhatsApp community adhere to the club's policies and procedures as outlined in this policy.

The WhatsApp community consists of channels and groups as outlined below. The committee reserves the right to change any and all of the below as is necessary or required in the interests of the club.

**IMPORTANT NOTE:** The Privacy summaries are based on the settings currently available via WhatsApp and are subject to WhatsApp's own updates and changes over which the club has no control. By joining the WhatsApp community, there is a significant chance that a participant's name and phone number may be viewable by other participants in the WhatsApp community. The admin(s) of the WhatsApp community will also be able to see the names and phone numbers of participants.

## ANNOUNCEMENTS

- **Purpose:** This is a "broadcast-only" channel to be used by the club's committee to notify the community as a whole of updates, events, developments and other information which is of interest or relevant to the club.
- **Privacy:** Participants in the channel are able to see the name and phone number of the admin(s) posting in the channel, but the club intends that the names or numbers of other participants in the channel should not be visible to other participants unless they are existing contacts of a participant and/or the participant chooses to react an announcement in the channel.
- **Access:** All participants in the community shall have viewing access to the Announcements channel. Messages in the channel may only sent by the community's admin(s).

## GENERAL

- **Purpose:** This is an interactive group chat to be used by any and all participants to communicate on any club-related matters (subject to the club's ethos and policies as outlined above).
- **Privacy:** All participants in the group chat are able to see the name and phone number of each other participant in the group chat.
- **Access:** Access to the group chat is subject to admin approval. Once approved, each participant will be able to view and send messages in the group chat.

## GROUP LEADERS

- **Purpose:** This is an interactive group chat to be used by the club's group leaders to co-ordinate the leaders of the club's sessions and to share relevant information regarding sessions.
- **Privacy:** All participants in the group chat are able to see the name and phone number of each other participant in the group chat.
- **Access:** Access to the group chat is subject to admin approval. Once approved, each participant will be able to view and send messages in the group chat.

## COMMITTEE

- **Purpose:** This is an interactive group chat to be used by the club's committee.

- **Privacy:** All participants in the group chat are able to see the name and phone number of each other participant in the group chat.
- **Access:** Access to the group chat is subject to admin approval and will be limited to the members of the club's committee. Once approved, each participant will be able to view and send messages in the group chat.

#### ADDITIONAL GROUPS AND CHANNELS

- **Purpose:** Further groups and channels may be created by the community's admin(s) as required for the club's activities (e.g. a group chat may be created to co-ordinate a team event such as the Leeds Country Way).
- **Privacy:** All participants in interactive group chats are able to see the name and phone number of each other participant in such group chat.
- **Access:** Access to each group chat will be subject to admin approval. Once approved, each participant will be able to view and send messages in the group chat.