

# Richmond & Kingston



## ME Group

Serving the Richmond & Kingston Boroughs and all surrounding areas

## Group Privacy Policy

### Website

Our entire group website ([www.richmondandkingstonmegroup.org.uk](http://www.richmondandkingstonmegroup.org.uk)) is accessible to anyone who visits it, with no member-only section. Its main function is to allow someone who has ME or thinks they have ME, plus their friends and family to find us, find out about us and ME and to contact us. It also contains information about ME for health, education and social care professionals who may have clients with ME. No members' photos, names or contact details are given on the website without their express permission.

### Local Giving Website

In addition, we have a Localgiving website, <http://localgiving.com/charity/richmondandkingstonmegroup> in order to raise funds through donations from supporters. Localgiving have their own privacy policy so we only know the date, amount of donation, and name of donor if this has been given.

### Facebook

Our Facebook page: [www.facebook.com/RichmondandKingstonMEGroup?ref=hl](http://www.facebook.com/RichmondandKingstonMEGroup?ref=hl) is similarly open to everyone in the UK and anyone can post on the page. There are three page administrators who can, if necessary, remove posts or shut down the page. The main function of the Facebook page is to provide information about ME to members and to other interested people who may not have joined the Group.

### Twitter

Our Twitter account: @randkmegroup is used to raise awareness about

ME and publicise the Group. There is a Twitter feed to our website including retweets of current ME news.

### **Database**

The group membership database is maintained on the computer of the group membership secretary. It is never disclosed or sent to third parties, nor are third parties allowed to access it. Only the Chair, Treasurer and two other Committee members are allowed to access it/keep copies on their computers and access is encrypted for extra security. The Group follows the new general data protection regulation (GDPR) implemented on 25 May 2018 and therefore no personal information from any member is stored in our database or given to a third party without his/her consent.

### **Email Network**

New members are asked if they would like to join our Google email group. This is administered by our membership secretary and access is restricted to those members who have chosen to join it. There are Group email network guidelines on using the group which are posted up from time to time as a reminder. There is no public access to this group.

### **Other Email Contact**

At regular intervals between newsletters, an email is sent to all members who have given us an email address with items of information about group events and items of general ME interest. These emails are sent as blind copies so that email addresses are not revealed.

### **Newsletter**

Our newsletter is published four times a year and sent to members by email (as blind copies) or by post if the member is not online or specifically requests this. It is the main means of contact with the Group for many members who are not well enough to attend meetings or participate in the email network, etc. An edited version of the newsletter, with members' names and contact details deleted, is also distributed by email to other ME support groups in exchange for their newsletters to pool material with the proviso that nothing is reused without permission and that the newsletter is not forwarded or posted online. Nevertheless any member who contributes to the newsletter is specifically asked whether they are happy for their name, contact details or photo to be included or would prefer to write anonymously, as there is a (small) risk that the newsletter will be distributed electronically beyond the membership.