



PETERBOROUGH NEW HORIZONS BANDS

Communication and Privacy Policy

Date issued: 2024 March 22

Purpose:

Provide a PNHB policy regarding communications to our band members and to the Community and provide standards for privacy.

Provisions:

Band Member information

1. The PNHB membership should be aware that the confidentiality of email could be compromised by unintended or intended redistribution. Users should exercise extreme caution in using email to communicate confidential or sensitive matters.
2. Band members provide us with their personal information such as address and email address. This information is shared with only band members. We require the email address to communicate PNHB business. Due to the confidentiality of this information, it is highly recommended that the email address is not shared with nonmembers (eg. Spouses using the same email address).
3. If the Band member does not want others in the band to know their other personal information, they are to inform the Communications Manager, who will try, to the best of their ability, to remove or screen that information.
4. Band members are not to divulge PNHB member contact information to any other individual or association who may use the information for their own interests or business.

PNHB Email Addresses

The PNHB email system is a vital part of the organization's information technology services infrastructure. It is a service provided primarily to support necessary communication in conducting and administering the business of the organization. The use of the PNHB email system is subject to the normal requirements of legal and ethical behavior within the organization.

The email account, pnhb.music@gmail.com, is considered the official PNHB email address and is the property of PNHB.

1. It is the responsibility of the Communications Manager to ensure that email received at the official PNHB address is attended to in a timely manner, and emails are forwarded to the appropriate PNHB people.
2. To ensure policies are being followed, all general communication from band members to all band members, must be made through the Communications Manager, by sending emails to the official PNHB email address. The Communications Manager will send it to the membership or appropriate subgroup.



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All users of the PNHB email system have a responsibility to ensure that they conduct email exchanges with respect and courtesy (see the "Code of Conduct" policy), and manage their email responsibly.

PNHB Communications to the Membership (internally)

1. Any communications made to band members must be associated with PNHB band business or NHIMA and shall not be conducted to forward the aims of any private individual or association unless authorized by the Communications Manager.
2. PNHB, at the Board's discretion, may enter into a cross-promotional agreement with another association and, in doing so, will communicate that association's promotion to band members.
3. Members may not use the PNHB email system to advertise events or selling items. They are to use tools like the Facebook PNHB member group or Facebook marketplace for these purposes.
4. Inappropriate or offensive email, or email that is fraudulent, harassing or obscene, must not be sent or forwarded. If a complaint is made to the Board of Directors regarding an inappropriate or offensive email, the Directors may request from the Communications Manager, a copy of said email to be used as part of any internal investigation into the complaint. If a user receives harassing or threatening email, he or she should refer to the "PNHB Harassment Policy" and contact the Board of Directors *immediately*.
5. The Communications Manager reserves the right to refrain from forwarding any email that might be termed questionable, offensive or disrespectful. They will contact the Board President, to inform them of any emails received that fall under these categories. The Board President will then make the decision regarding forwarding said email to the membership.

PNHB Communications to the Community (externally)

1. All PNHB advertising to the Community must be made through, or with the agreement of, or direction of the Publicity Committee.
2. Any PNHB indicated communications not related to Publicity must be associated with PNHB band business and shall not be conducted to forward the aims of any private individual or association unless authorized by the Communications Manager.
3. PNHB, at the Board's discretion, may sell advertising space to a local business or association and, as a result, may advertise those companies or products in programs, brochures, on our website or in emails.



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PNHB Communications to both the Membership (internally) and to the Community (externally)

1. The unauthorized use of invalid or forged "From" addresses in an attempt to misrepresent the identity of the sender is prohibited. Emails with a suspicious sender address that are received by the Communications Manager will be deleted and not forwarded to the membership.
2. Members shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the PNHB unless appropriately authorized to do so by the Board of Directors.

Financial Information

1. PNHB Members or the Public can donate to PNHB. PNHB will use the information provided via these means for Accounting and Government reporting purposes only.
2. Account numbers on cheques will not be recorded, only the amount the member provided.

Outcomes:

Violation of this Policy may result in the temporary or permanent loss of email privileges or other outcomes as it relates to the "Code of Conduct Policy", "Harassment – Sexual Harassment Policy", "Defamation Policy", or "Conflict of Interest Policy".

References:

See the Communications Manager position description for the responsibilities of this position.

Date Approved: March 27/2024

Signed: [Signature]
PNHB President

Signed: [Signature]
PNHB Board Secretary

Revision History:

Date	Description
2024-3-22	James Burrett and Bev Murphy update to refresh and add privacy information
2013-2-27	First version found