

 PUFFING BILLY RAILWAY	PUFFING BILLY PRESERVATION SOCIETY	Document Number
	IT & COMMUNICATION POLICY AND PROCEDURE	

PBPS IT & COMMUNICATION POLICY

PURPOSE

The purpose of this policy is to outline the Information Technology (IT) policy and processes used in the operation of the PBPS Executive Committee and its Sub-Committees. This document also sets out the way information is to be stored and used to ensure its security and integrity, particularly in relation to members personal information, is not compromised.

1. POLICY STATEMENT

All Society members who volunteer to be on PBPS committees, including the Executive Committee, will agree to adhere to the processes set out in the document.

1.1 The Puffing Billy Preservation Society (PBPS) is a group of individuals from a wide range of backgrounds and experiences. Many of these members will choose to contribute to the Society by giving their time and expertise to one or more of the committees so important to the efficient running of the Society. It is imperative that all members have confidence that anyone volunteering for the PBPS follows clear communication guidelines and ensures sensitive information is managed with the utmost regard for members private information.

2. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

The Puffing Billy Preservation Society Executive Committee is responsible for adopting this Policy.

The Directors and Officers of the Puffing Billy Preservation Society, Committee Members of Puffing Billy Preservation Society, and volunteers of Puffing Billy Preservation Society are responsible for the implementation of this Policy.

3. SCOPE OF POLICY

This policy applies to:

- Directors and Officers of the Puffing Billy Preservation Society (PBPS)
- Members of the Puffing Billy Preservation Society (PBPS) who volunteer on PBPS sub-committees or act in any capacity on behalf of PBPS.

Policy Manager	President of Puffing Billy Preservation Society
Contact	President@pbps.org.au
Approval Authority	Puffing Billy Preservation Society
Review Date	2021

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4. PROCEDURES

All PBPS members, who volunteer as part of the Executive Committee, sub-committees, or in any other capacity understand that by accepting the role, they are signifying that they agree to the following:

- 4.1. PBPS accounts will be provided, including email, which is to be used for all PBPS communication.
- 4.2. Personal email addresses should not be used for official PBPS purposes.
- 4.3. The following mailboxes will be set up and linked to the relevant persons PBPS email account, and are to be promulgated for use:

- president@pbps.org.au
- Vice-president@pbps.org.au
- treasurer@pbps.org.au
- secretary@pbps.org.au
- membership@pbps.org.au
- newmember@pbps.org.au
- archives@pbps.org.au
- publications@pbps.org.au

- 4.4. OneDrive, a file storage and sharing tool, is where PBPS users are to store all Society related documents.

Note that Office 365, including OneDrive, replaces Dropbox from October 2018.

- 4.5. The Executive Committee, and all sub-committees will have an Office 365 'Group' set up for sharing and collaboration within that committee.

A 'Group' is a private area online where approved members can log in, and where documents, calendars, contacts, and conversations can be shared.

- 4.6. The following Groups, and others as necessary, will be set up and promulgated for use:

- Executive-committee@pbps.org.au
- Project3a@pbps.org.au
- hertiagerollingstock@pbps.org.au
- publications-committee@pbps.org.au
- Lineside-attractions-committee@pbps.org.au
- Membership-committee@pbps.org.au
- Archives-committee@pbps.org.au
- Climax-committee@pbps.org.au
- Digital-committee@pbps.org.au

- 4.7. All documents pertaining to PBPS activities are to be stored in OneDrive or within the relevant Committee's online 'Group'.

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- 4.8. Under no circumstances are members personal details to be collected on personal computers, or removed from PBR premises, by any means, USB, portable hard drive, laptop or hard copy, not should they be communicated by external email address.
- 4.9. All communications to Society members and/or other mailing lists are to be approved and sent by the President or Secretary.
- 4.10. Any official communication being sent external to the society should be approved by at least the President and Secretary.

This policy is intended to provide protection for all PBPS members, and members of the public, by ensuring that all members who volunteer for PBPS are following appropriate procedures in relation to communication and privacy of personal data in carrying out their duties.

RESPONSIBILITIES

The Puffing Billy Preservation Society Directors, Officers and Members are responsible for being aware of and complying with this procedure.

5. SUPPORTING POLICIES AND PROCEDURES

- PBPS Privacy Policy & Procedure
- PBPS Intellectual Property Policy & Procedure
- PBPS Grievance & Dispute Resolution Policy & Procedure
- PBPS Disciplinary Action Policy & Procedure (To be developed)