

In writing this policy committee have taken GDPR and copyright into account. Social Media is used by Brighton and Hove Women's Running Club to share information with their members and others who may potentially be interested in the club. The Club uses the following platforms:

- BHWRC public website – the principal source of information for prospective members. It contains details about the club, its activities, ethos and latest news including some photos of club members.
- BHWRC Facebook page (this is a closed group and visible to members only) is used to share information such as upcoming club runs/activities, race reports, photos from club runs, interesting running related articles and information relating to club activities.
- BHWRC instagram account – this is used by our co-opted website/media coordinators as a way to extend club publicity to a wider audience, this is a public account where club running related photos/information are shared. The account is important in terms of our commitment to inclusion as it helps us reach a wider audience.
- BHWRC WhatsApp Communities – used by Committee as an alternative communications channel to share Club announcement with members who have opted in to the Community and may not be opted into other channels. Also used by coaches, committee and members to enable the setting up of topic, run, training specific sub groups which can be used to share information and arrangements.

Permission will not be sought by the social media coordinators from those members in the photo as permission should be sought by the person taking the photo if the subject(s) of the photo are identifiable. Permission will also not be sought for each photo as club website/media coordinators are volunteers and do not have capacity to check for each image individually – it will be assumed that if you have given permission for your club Facebook images to be used on the club Instagram page/website that this includes any images posted – the responsibility therefore lies with the club member to contact the website/social media coordinators if they want to remove permission for photos they take to be used on Instagram/ask that a particular photo is not shared.

Club members taking photos during a club activity must make it clear before they take the photo if they intend to share the photos on social media – this includes their own social media, the club Facebook page and if they have given permission for their images to be used on the club Instagram page or website. Verbal consent to the sharing of images on the relevant platforms should be sought from members. Once you have been advised that a photo is being taken with the intention of sharing on public social media, please ensure you “step out” of the frame if you do not wish to be included/have not given consent.

If photos are going to be taken during a coach-led session Coaches/Leaders/PT's are requested to clearly advise members prior to the start of the session so that those members who do not want to be included in photographs can make it known before training begins.

Whilst every effort is taken to ensure that the photos taken by members are not shared without consent, if an image that you have taken has been shared without consent please contact the club website/social media coordinators to request the image is removed. If a photograph of you has been shared without your consent and you want the photo removed, please contact the club/website coordinators. Equally if you have given consent but want the image removed for any reason, please contact the club media volunteers at [bhwrcc@gmail.com](mailto:bhwrcc@gmail.com).

Whilst BHWRC recognise the benefits of using social media sites, it can be, sadly, at times be misused and it is essential that members make informed decisions about how they use club social media to protect our club and our members. It is the responsibility of all members to:-

1. Be respectful at all times – posts/comments can be viewed by all members.
2. Use inclusive language in accordance with our equalities policy
3. Refrain from publishing comments that could be controversial or potentially inflammatory subjects i.e. politics, religion etc
4. Avoid hostile or harassing communications or comments that could be viewed as abusive, offensive or derogatory. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age, sexual orientation, marital status, religion or any other status protected by law.
5. Only post running or club related subjects i.e. sharing running experiences and race experiences, sharing running related photos, organising informal social runs, training tips, club night information, promoting club activities.
6. Do not sell or swap race entries / race numbers unless you are able to officially transfer the place in line with that races rules and regulations.
7. Not to be used for advertising for commercial gain unless prior approval of the committee has been gained
8. Not to be used for raising issues with the Committee. If an issue has arisen this needs to be sent to the Committee via the Chair – [chair.bhwrc@gmail.co.uk](mailto:chair.bhwrc@gmail.co.uk) or the complaints procedure or the anonymous comments form.
9. Be aware of publishing copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
10. Do not use members full names or tag them unless it is in the closed club Facebook group

11. Brighton and Hove Women's Running Club Committee reserve the right to delete any post or comment within any social media platform without warning or notice. Persistent inappropriate posting or commenting will result in being banned from the social media platform and/or club disciplinary action.