

Update from Contacts Management working group

Date of meeting: 1st May 2021

GSR/Rep/Committee member: Dipak, Communications Secretary

A meeting took place in Nov 2020 between Communication Secretaries (national and regional), webmaster and GDPR officer to avoid duplicate emails being sent out by comms sec.

Actions:

1 Bryony, Dipak, Annie to send our lists to Pete on the basis that they won't be used or compared until consent has been given.

2 Pete to set up three mailing lists on the 365 system.

3 Kate and Pete will create a test page to demonstrate the new automated sign up and unsubscribe process – the work is currently at this stage since Nov 2020.

4 When the above is done, Bryony to draft an email to obtain consent with a date on it, text to be reviewed by all six of us.

All – to think about good practice in how to use this new system and have a future discussion.