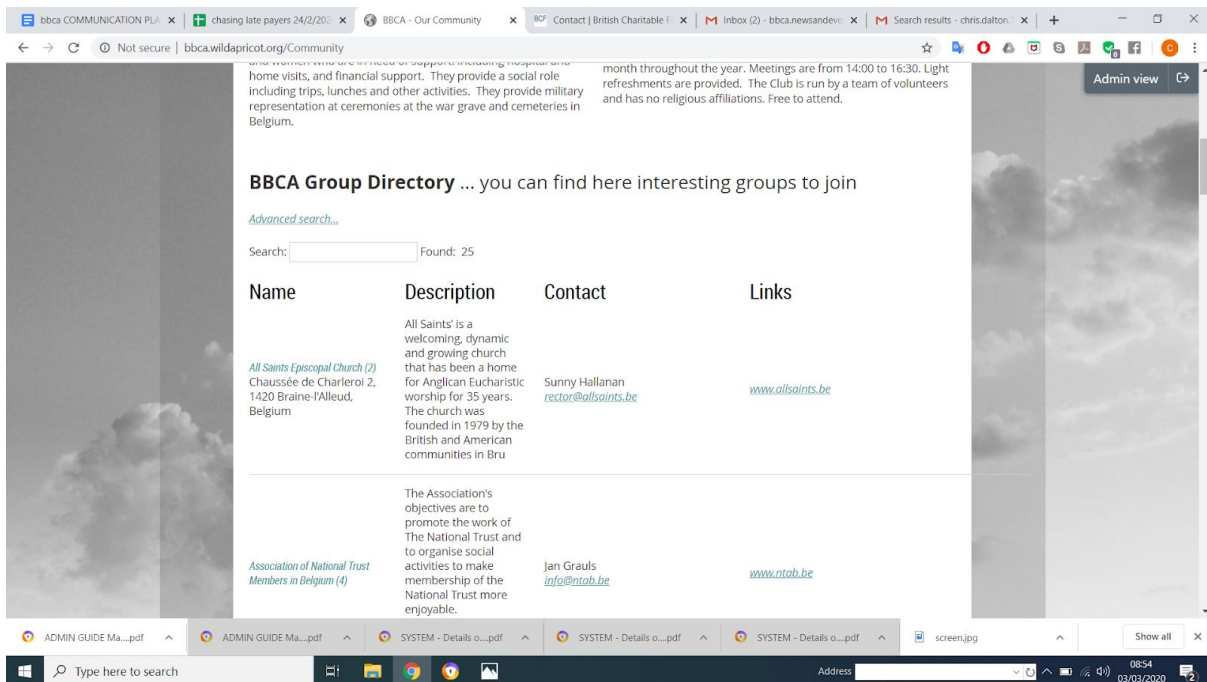


The new site complies with GDPR legislation - our Privacy Policy is described on the web page <https://bbca.wildapricot.org/sys/website/?pageId=18082>

For Members we have 3 important features that may need attention:

1. "OUR COMMUNITY" PAGE - is already live and shows a list of **Group Members** and their details to the PUBLIC - and allows the public to send messages to the Group Members
2. "MEMBERS (M)" PAGE - is already live - and shows randomly selected **Featured Members** - to other MEMBERS only. Details shown include names, photos (if provided) and Membership level. It allows members to send them messages (without knowing their email address).
3. "MEMBERS DIRECTORY" PAGE - not live until 30/03/2020 - shows members names, photos (if provided) and Membership level - to other MEMBERS. It allows members to send them messages (without knowing their email address).

OUR COMMUNITY PAGE (FOR GROUP MEMBERS)



The screenshot shows a web browser window displaying the BBCA Group Directory page. The page title is "BBCA Group Directory ... you can find here interesting groups to join". Below the title is an "Advanced search..." link and a search bar with the text "Search:" and "Found: 25". The main content is a table with four columns: "Name", "Description", "Contact", and "Links".

Name	Description	Contact	Links
All Saints Episcopal Church (2) Chaussée de Charleroi 2, 1420 Braine-l'Alleud, Belgium	All Saints' is a welcoming, dynamic and growing church that has been a home for Anglican Eucharistic worship for 35 years. The church was founded in 1979 by the British and American communities in Bru	Sunny Hallanan rector@allsaints.be	www.allsaints.be
Association of National Trust Members in Belgium (4)	The Association's objectives are to promote the work of The National Trust and to organise social activities to make membership of the National Trust more enjoyable.	Jan Grauls info@ntab.be	www.ntab.be

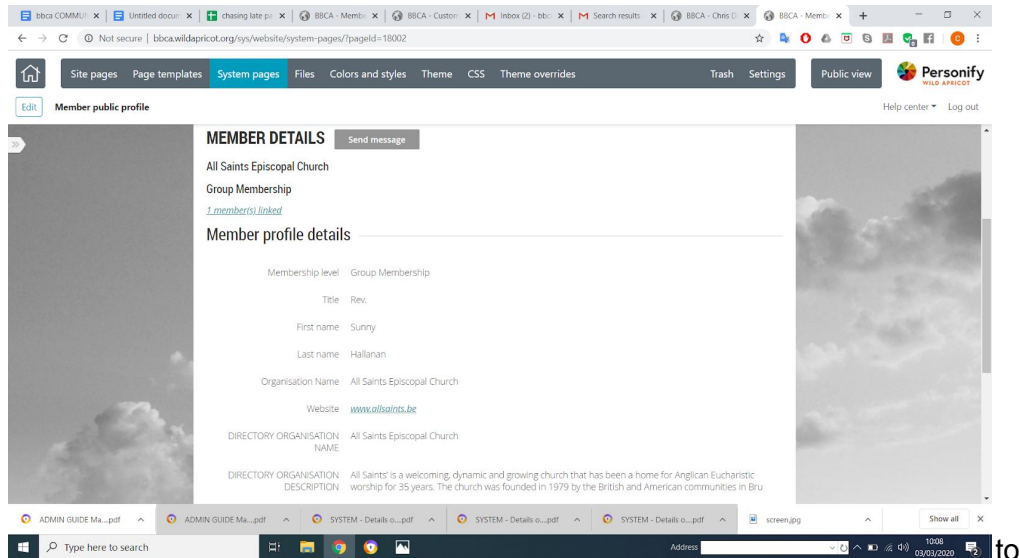
This page is visible to the PUBLIC (not just to Members). Group Members can edit their data and **OPT-OUT** if they chose.

The page displays the following Group Only fields that can be edited in their profile by the member:

- DIRECTORY ORGANISATION NAME
- DIRECTORY GROUP CATEGORY
- DIRECTORY ORGANISATION DESCRIPTION (250 chars)
- DIRECTORY DISPLAY CONTACT NAME
- DIRECTORY DISPLAY ADDRESS
- DIRECTORY DISPLAY PHONE NUMBER
- DIRECTORY DISPLAY EMAIL

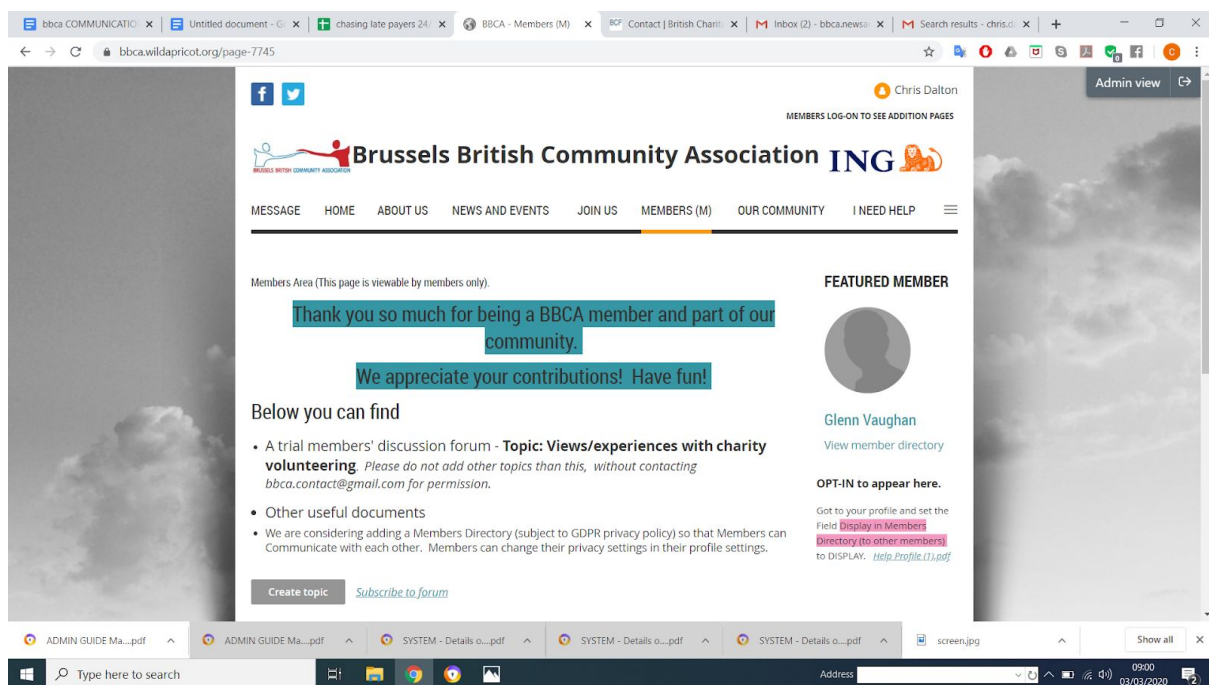
DIRECTORY DISPLAY WEBSITE

The Directory has an option for the public to email the group through the system (without disclosing the member's email address).. The person sending the email must give their email address to receive a reply..



To **OPT-OUT** - the Group owner can either BLANK the relevant data fields or UNTICK “Show profile to Others” in the privacy profile (**details at the end of the email**). **Note** unticking “Show profile to Others” will hide your details from all Members as well as the Public.

MEMBERS (M) PAGE - FEATURED MEMBER



This is an **OPT-IN** feature (by default members are not shown).

It shows the name and Group type of a randomly selected member (including Group, Family, Regular and Student members). The page is only seen by Members (not by casual visitors or the general public),

If you opt-in to appear in Featured Member. Other members have an option to email you through the system (without disclosing your email address).. The person sending the email must give their email address to receive a reply from you..

To OPT-IN Members must edit their profile

1. Set "DISPLAY IN MEMBERS DIRECTORY (to other Members)" to DISPLAY.
2. AND TICK "Show profile to Others" in their privacy profile

The member can also add an optional PHOTO to their profile that will be displayed here

(see details of how this is done below).

MEMBERS DIRECTORY PAGE (NOT LIVE UNTIL 30/3/2020)

The screenshot shows a web browser displaying the 'MEMBERS DIRECTORY' page of the Brussels British Community Association (BBCA). The page features a navigation menu with 'MEMBERS (M)' and 'MEMBER DIRECTORY' highlighted. A prominent orange banner states: 'THIS DIRECTORY IS NOT LIVE - AND WILL NOT GO LIVE UNTIL 30/03/2020 - this is to allow time for members to opt out of appearing. Until then this page is restricted to admin only. AFTER THAT DATE IT WILL BE MEMBERS ONLY'. Below the banner is an 'Advanced search...' section with a search box containing 'Found: 148' and a 'Show: 1-50' dropdown. A table lists members with the following data:

Name	Membership	Organisation
Andrews, Agnes	Regular Membership	
Andrews, Graham	Regular Membership	
Aston, Ron	Group Membership	The Wednesday Club www.the-wednesday-club.org
Atkinson, Paul	Family Membership	

Members are included in this directory if (and only if) all the below is true

1. "DISPLAY IN MEMBERS DIRECTORY (to other Members)" is not set to "DONT DISPLAY".
2. "Show profile to Others" in the privacy profile is set to YES.
3. EMAIL settings are not set to disabled.

For Group Members this is an OPT-OUT feature. To OPT-OUT

1. Make sure "DISPLAY IN MEMBERS DIRECTORY (to other Members)" is set to "DONT DISPLAY".

For Other Members (Families, Regular, Students) this is an OPT-IN feature. To OPT-IN

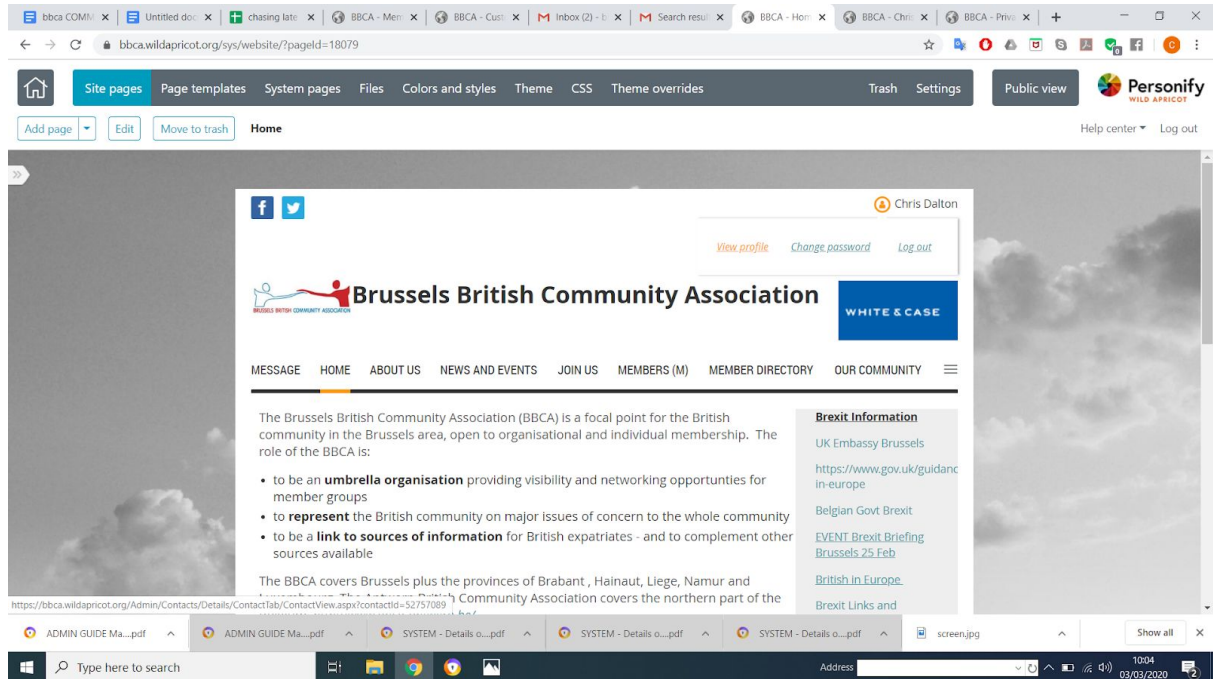
1. TICK "Show profile to Others" in the privacy profile
2. Make sure "DISPLAY IN MEMBERS DIRECTORY (to other Members)" is set to "DISPLAY".
3. Make sure EMAIL settings are not set to disabled.

To later OPT-OUT from being included -

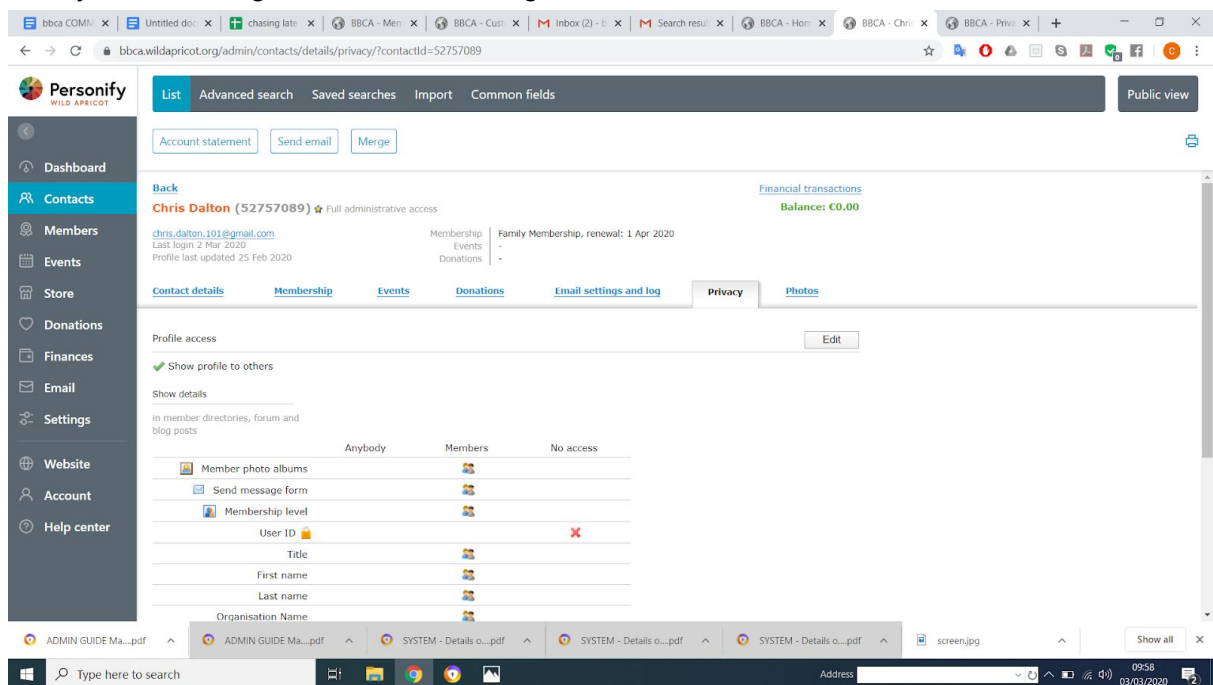
1. Reset "DISPLAY IN MEMBERS DIRECTORY (to other Members)" is set to "NOT DISPLAY".

HOW TO CHANGE YOUR PRIVACY SETTINGS

To change your Privacy Settings - Log On and go to Your Profile



Here you can change the relevant settings - and SAVE



If you need assistance with any of this - you can email us at bbca.members@gmail.com and we will try and help