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 thePUBLIC - 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)**



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 thier email address to receive a reply..

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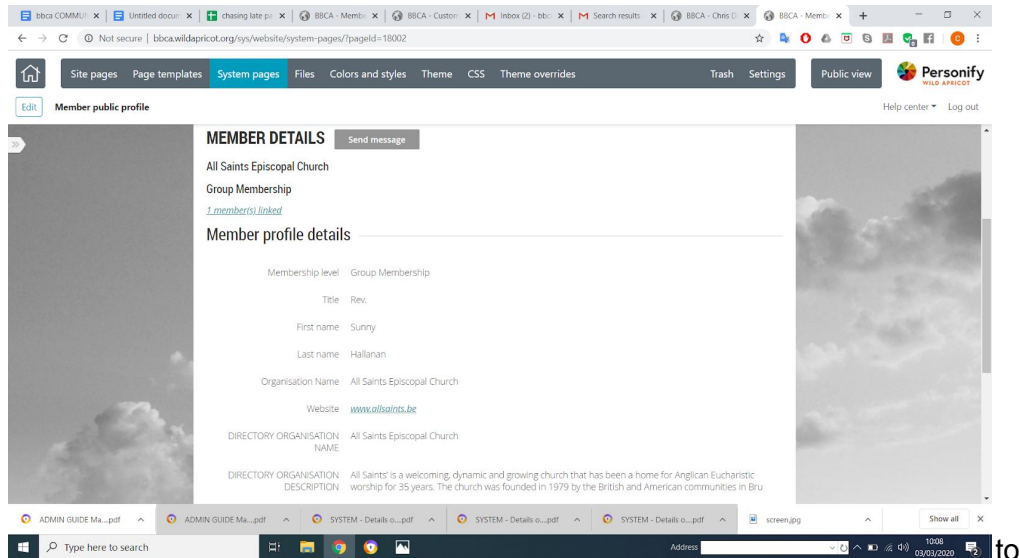
To **OPT-OUT** - the Group owner can either BLANK the relevant data fields or UNTICK "Show profile to Others"" in the privacy profile **(details at the end of the email).   Note** unticking "Show profile to Others"" will hide your details from all Members as well as the Public.

## MEMBERS (M) PAGE - FEATURED MEMBER
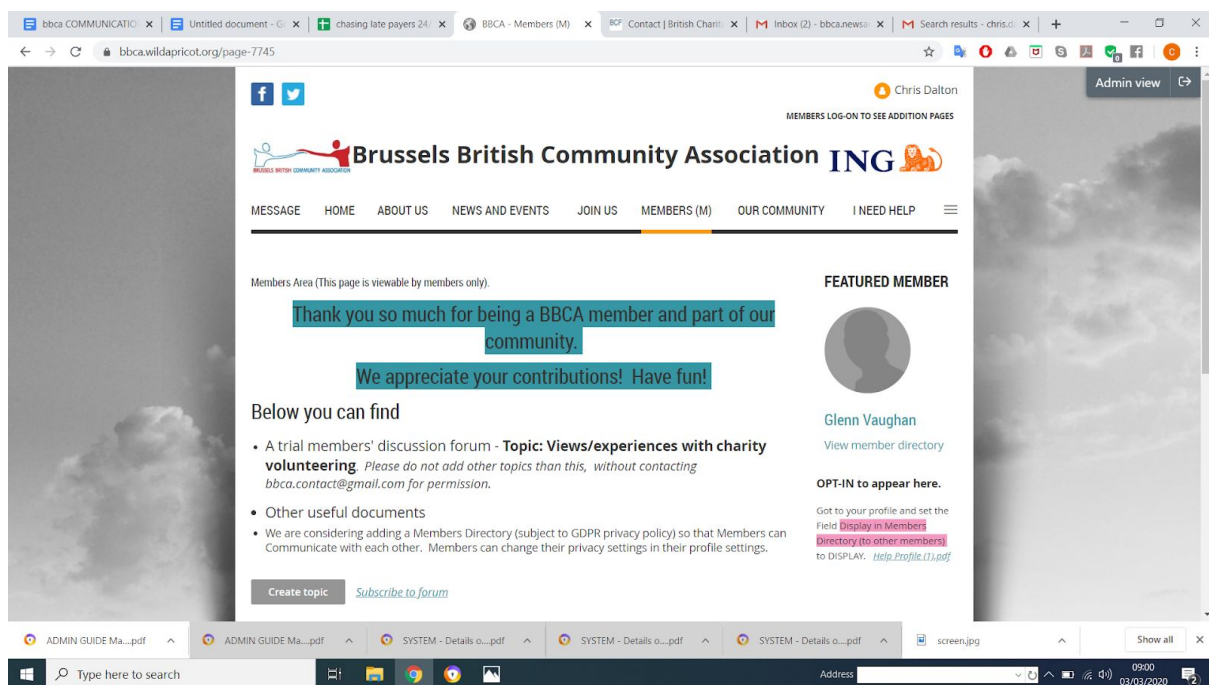
This is an **OPT-IN**  feature (by default members are not shown).

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 thier 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. <u>AND</u> 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)**



Members are included in this directory if (and only if) all the below is true
1. "DISPLAY IN MEMBERS DIRECTORY (to other Members)" is <u>not</u> set to "DONT DISPLAY".
2. "Show profile to Others"" in the privacy profile is set to YES.
3. EMAIL settings are <u>not</u> set to disabled.

**<u>For Group Members this is an OPT-OUT feature.  To OPT-OUT</u>**
1. Make sure "DISPLAY IN MEMBERS DIRECTORY (to other Members)" is set to "DONT DISPLAY".

**<u>For Other Members (Families, Regular, Students) this is an OPT-IN feature.  To OPT-IN</u>**
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 <u>not</u> set to disabled.

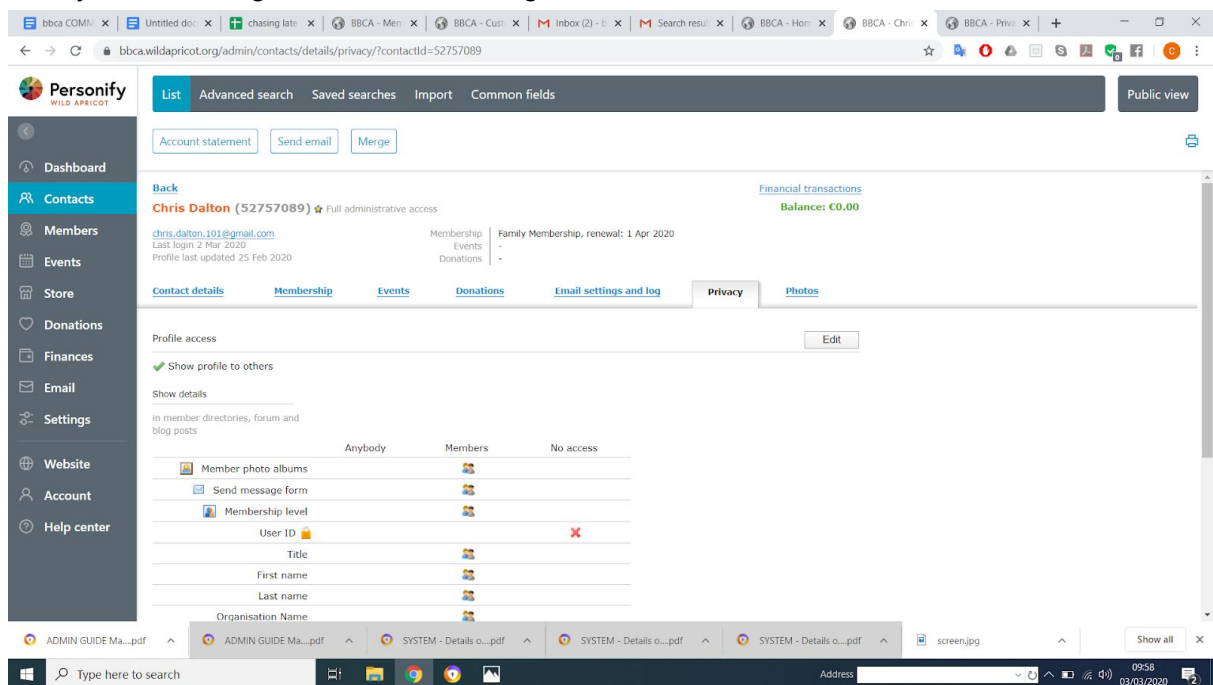**<u>To later OPT-OUT from being included -</u>**
1. Reset  "DISPLAY IN MEMBERS DIRECTORY (to other Members)" is set to "NOT DISPLAY".

# HOW TO CHANGE YOUR PRIVACY SETTINGS

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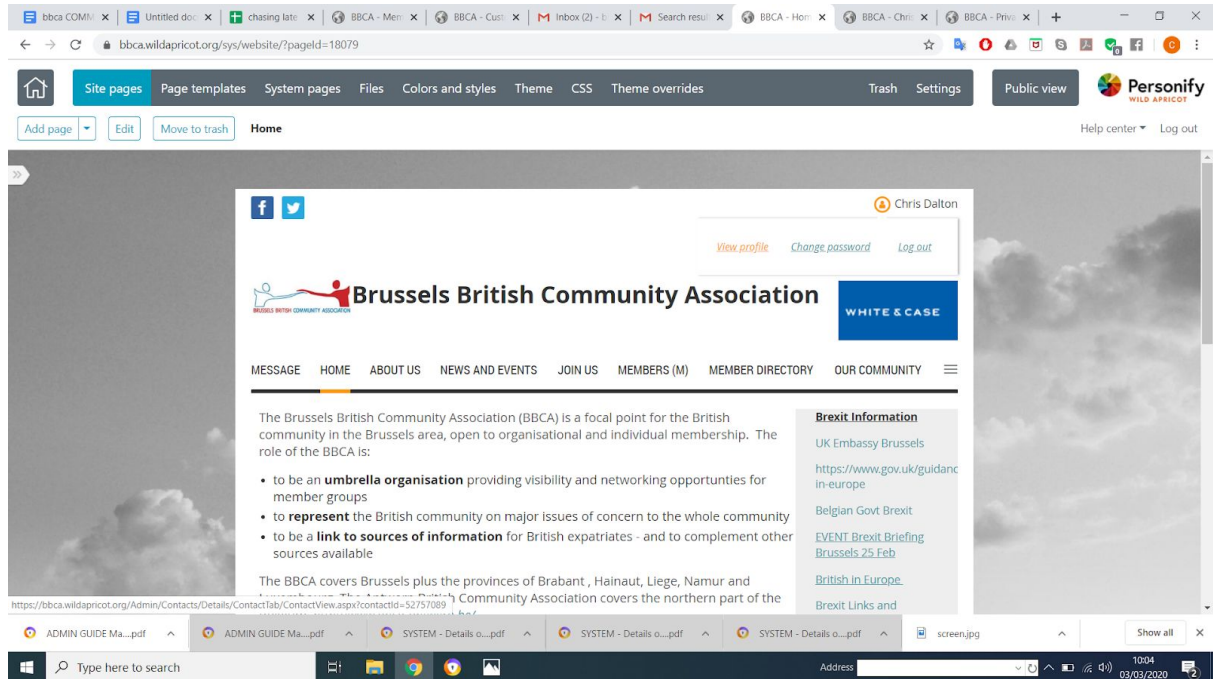


Here you can change the relevant settings - and SAVE



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