



## Croquet Online Policy

### Statement of Intent

Croquet England wishes to empower Members and Associates to participate in representing croquet and sharing optimistic and positive images, posts and conversations about croquet. This policy sets out Croquet England's requirements relating to use of its technology, media channels and systems.

### Scope

This policy applies to users of all Croquet England's systems, media channels and technology wherever their geographic location. All Users are required to comply with this policy and each person is responsible for their own compliance.

### Definitions

"Subscriber" means a Member or Associate of Croquet England.

"User" means Subscribers and anyone else using any Croquet England system, media channel or technology to communicate in a personal capacity or on behalf of Croquet England. This includes those with direct access to any Croquet England system, media channel or technology or those using their own devices to access Croquet England media channels from home or elsewhere.

The term "Senior Croquet England Official" in this document means a Trustee of Croquet England, the CEO, the Secretary or the Marketing Director.

"Platform administrator" refers to the person who is responsible for a particular Croquet England channel.

### Requirements

Whether using Croquet England systems for professional or personal purposes, the following rules apply in all cases:

- Croquet England systems shall not be used for conveying messages that are likely to be considered defamatory, derogatory, obscene, harassing or discriminatory or are otherwise abusive or inappropriate.
- Users shall not post online, electronically send or circulate potentially contentious information about an individual or organisation without first checking that the content is accurate and checking that the material to be released is acceptable by receiving sign-off from a Senior Croquet England Official.

- Users are expected to have good judgement around what content or behaviour are likely to be deemed inappropriate or offensive. Deliberate accessing and/or sharing of inappropriate or offensive material is unacceptable and will not be tolerated. Content or behaviour considered unacceptable includes but is not limited to:
  - Pornography, sexually explicit material or language.
  - Discriminatory material or language of any kind.
  - Discriminatory jokes, video files, music files, cartoons.
  - Illegal activity of any kind.
  - Visiting sites promoting extreme behaviour or beliefs.
  - Deceptive or deliberately misleading information.
  - Bullying or harassment.
  - Causing upset or offence beyond generally accepted societal norms.
  - Abuse or obscenity.
  - Violation of intellectual property rights.
  - Violation of laws and regulations.
  - Spamming.
  - Discrimination on grounds of the protected characteristics.
  - Impersonation of other people when posting.

## **Confidentiality**

Confidential communications shall be clearly labelled as such and Users are reminded that electronic communication carries with it a significant risk of breach of confidence and risk of forwarding or editing of material without permission.

## **Data Protection and Copyright**

Users shall be aware of their obligations under the Data Protection legislation with respect to personal, commercially sensitive or otherwise confidential information; if you are in doubt, seek guidance from a Senior Croquet England Official and/or refer to Croquet England's advice on data protection.

Users must ensure that copyright laws are not infringed by the downloading or circulation of material. Photographs and text on the Internet are to be presumed to be covered by copyright restrictions unless stated otherwise. The permission of the photographer or copyright holder shall always be obtained before using material.

## **References**

Croquet Online Procedures  
Guidance for online communication and content  
Guidance for Photography, Video and Live Streaming  
Data Protection (GDPR) advice for clubs

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