

Policy for Direct Emailing ANZAHPE Members

POLICY STATEMENT

The Australian New Zealand Association for Health Professional Educators (ANZAHPE) has the capacity to send group emails to the ANZAHPE membership, distributing email to all members who have provided their email address to the association.

The goal for direct emailing the ANZAHPE membership is to:

- more effectively communicate with members;
- alert members to issues and activities within short time frames.

Members' email details are confidential in accordance with the Privacy Act (see ANZAHPE Inc. Privacy Statement, November 2003).

The group email facility will be sent to all members of ANZAHPE and will not segment by membership category.

POLICY PROCEDURES

1. Frequency

Emails will be forwarded to members within a fortnight or as approved by the President/ Committee of Management.

2. Content

All material must be relevant to ANZAHPE operations and/or of broad member interest.

Content shall **not** include advertising or information on behalf of other organisations, unless approved by the President/ Committee of Management.

ANZAHPE wishes to avoid inundating members with information they do not wish to receive.

3. Accuracy

The person requesting the distribution of the e-mail will be responsible for the accuracy of the content and its congruence with this policy. Where material does not conform to this policy it will be returned to the sender.

4. Length

All content should be as brief as possible and direct members to additional information, preferably by a direct link to an email address or website or provide a telephone number.

Each topic should be restricted to 200 words.

5. Attachments

Emails with attachments will not be sent with ANZAHPE emails. Appropriate links to the material are the responsibility of the person sending the information.

6. Copyright

All information submitted must be in accordance with copyright laws.

7. Authorisation

All material will be submitted to the Office Manager to be reviewed, edited and approved. Materials will be authorised in accordance with this policy.

8. Submitting material

All material shall be submitted by email to <anzahpe@flinders.edu.au>.

9. Disclaimer

The following will be included at the end of each e-mail:

'This e-mail is to be read subject to the disclaimer below.

NOTICE - This communication contains information which may be confidential and the copyright of the Australian New Zealand Association for Health Professional Educators (ANZAHPE) or a third party. If you are the intended recipient of this communication you should not copy, disclose or distribute this communication without the authority of ANZAHPE. Except as required at law, ANZAHPE does not represent, warrant and/or guarantee that the integrity of this communication has been maintained nor that the communication is free of errors, virus, interception or interference.'