**RSA Fellows Ways of Working Agreement**

This agreement is for project and network leads/co-ordinators and should be read alongside the detailed guidance in the RSA Fellowship Handbook, particularly in relation to data sharing, networks and partnerships.

People must be able to trust the RSA with their personal information and be confident that any information they disclose to staff or volunteers is treated with respect and confidence. The RSA has legal obligations to protect people’s personal information and any breach of this legislation can have serious consequences for us both financially and to our reputation, so it is important that Fellows follow the correct procedures. Charities have been fined by the Information Commissioner for breaching their obligations.

As network or project lead you will be able to have access to name, organisation and email address of interested people. This information will be provided either by your ‘Area’ Manager, other RSA staff contact or from information that you have collected personally. In all cases it is important that people have opted in to sharing information. People who wish to opt in to networks do so by signing up to the relevant [network form on the website](https://www.thersa.org/fellowship/get-involved/rsa-networks), which is how consent is gained for sharing data. It is not the case that people opt in to networks through booking to attend an event, unless there is an appropriate paper consent form shared at the event. This would need to be agreed with the RSA staff contact ahead of the event.

The standard Eventbrite Opt In wording is reproduced below, please note that it does not include the sharing of email addresses. This information must be used only by you and only for the purpose of contacting your interest group about RSA activity. The data should not be published and if you need to store it then it must be kept secure: hard copy in a locked cabinet and password protected and encrypted if on a computer. Old data should be destroyed.

If a network grows larger than 500 people we ask you to use different guidance. Your RSA staff contact can provide you with details. It is reasonable for you after consultation with your RSA staff contact to remove those that are deemed to be inactive or no longer interested in your network. In some cases, this would ensure that the 500 level is not breached.

In this Guidance the term ‘Area’ refers to RSA Areas, Projects, Nations and Themes.

**Your Computer Equipment**  
You should ensure that the computer equipment is properly updated, that your hard disk is encrypted (both Windows and Mac PC’s have tools to enable you to ensure this). We also ask PC users to ensure they have up-to-date anti-virus software installed on their computers.

**E-mailing your network**  
We understand the benefit of you contacting your network personally via email. To reduce the administration burden and comply with data protection legislation, we need you to do this via our recommended email provider which currently is MailChimp. If you are not familiar with MailChimp, your RSA staff contact can help you set things up; further guidance is available in the RSA Fellowship Handbook. If you prefer not to send out emails yourself, your RSA staff contact will also be able to help.

If you do decide to use MailChimp then we also need you to log the account with your RSA staff contact so that the list can be regularly cleaned up and consolidated with RSA central records. Please remember to copy your RSA staff contact in any network emails you send out and inform your area manager of any requests from people to be removed from your network list.

If you intend to email more than 40 people at once, before sending out an email please liaise with your area manager to ensure that your communication does not clash with any other planned bulk email. To minimise the administrative burden all events should be announced via Eventbrite. Your RSA staff contact will organise this as well as ensuring the RSA website is also kept up to date.

Should you have any questions or issues with any data protection matter please either refer the matter to your RSA staff contact in the first instance or directly with [nicholas.bull@rsa.org.uk](mailto:nicholas.bull@rsa.org.uk).

Please sign this note to indicate that you have understood and accepted the obligations detailed above.

|  |  |
| --- | --- |
| Signed (Volunteer):  Name:  Date: | Signed (Staff Member):  Name:  Date: |

**Eventbrite Standard Opt In**  
“*By registering for this event you consent to receiving communications about this event, both before and after, and you agree to the sharing of your name, organisation & title with the Fellow(s) and/or partner organisation(s) hosting this event. Attendees also agree to the sharing of your name and organisation with other delegates at the event so that they might contact you through MyRSA. If you do not wish this information to be shared, please let us know by emailing:*[*networks@rsa.org.uk*](mailto:networks@rsa.org.uk)*.*