



BRITISH BASEBALL FEDERATION IT POLICY

British Baseball Federation IT Policy

The purpose of the IT policy is to ensure the protection and security of the British Baseball Federation's online assets (websites, domains & emails) & channels (socials media accounts & email marketing accounts) and members. This policy applies to all users including volunteers, participants, visitors, officials, parents, and coaches and others.

1 Acceptable Use

You may not use our website or any of the British Baseball Federation's online assets:

- 1.1 In any way that breaches any applicable local, national or international law or regulation.
- 1.2 In any way that is unlawful or fraudulent, or has any unlawful or fraudulent purpose or effect.
- 1.3 For the purpose of harming or attempting to harm minors or vulnerable adults in any way.
- 1.4 To send, knowingly receive, upload, download, use or re-use any material which does not comply with BaseballSoftballUK's safeguarding policies
- 1.5 To transmit, or procure the sending of, any unsolicited or unauthorised advertising or promotional material or any other form of similar solicitation (spam).
- 1.6 To knowingly transmit any data, send or upload any material that contains viruses, trojan horses, worms, time-bombs, keystroke loggers, spyware, adware or any other harmful programs or similar computer code designed to adversely affect the operation of any computer software or hardware.
- 1.7 In such a way that is in breach of any of the content standards outlined in point two of this policy.

2 Content Standards

These content standards apply to any and all material which users may contribute to any of the British Baseball Federation's online assets.

Contributions must:

- 2.1 Be accurate (where they state facts).
- 2.2 Be genuinely held (where they state opinions).
- 2.3 Comply with applicable law in the UK and in any country from which they are posted.
- 2.4 Contribute towards the British Baseball Federation's objectives.

Contributions must not:

- 2.5 Contain any material which is defamatory of any person.
- 2.6 Contain any material which is obscene, offensive, hateful or inflammatory.
- 2.7 Promote sexually explicit material.
- 2.8 Promote violence.



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- 2.9 Promote discrimination based on race, sex, religion, nationality, disability, sexual orientation or age.
- 2.10 Infringe any copyright, database right or trade mark of any other person.
- 2.11 Be likely to deceive any person.
- 2.12 Be made in breach of any legal duty owed to a third party, such as a contractual duty or a duty of confidence.
- 2.13 Promote any illegal activity.
- 2.14 Be threatening, abusive or invade another's privacy, or cause annoyance, inconvenience or needless anxiety.
- 2.15 Be likely to harass, upset, embarrass, alarm or annoy any other person.
- 2.16 Be used to impersonate any person, or to misrepresent your identity or affiliation with any person.
- 2.17 Give the impression that they emanate from us, if this is not the case.
- 2.18 Advocate, promote or assist any unlawful act such as (by way of example only) copyright infringement or computer misuse.
- 2.19 Bring the British Baseball Federation or baseball into disrepute.

3 Email

Volunteers may be granted access to or are allocated assets or channels belonging to the British Baseball Federation. This may include emails owned under the British Baseball Federation's online domains including the British Baseball Federation and Great Britain Baseball.

- 3.1 All content, assets (websites, domains & emails) & channels (social media accounts & email marketing accounts) are the property of the British Baseball Federation.

Users of these email accounts should:

- 3.2 Choose a strong password and never hand out your email password, even to colleagues.
- 3.3 Conduct all business relating to the British Baseball Federation using only the designated email accounts of the Federation unless otherwise specified.

Users of these email accounts should not:

- 3.4 Send insulting or discriminatory messages and content.
- 3.5 Intentionally spam other people's emails.
- 3.6 Engage in any form of harassment or bullying over email as designated under the British Baseball Federation's anti-bullying & harassment policy.
- 3.7 Sign up for illegal, unreliable, disreputable or suspect websites and services.
- 3.8 Conduct other personal or other business using a British Baseball Federation email account.
- 3.9 Violate any of the content standards set out in point two (2) of this policy.

Should an email be sent that is not considered appropriate content, the volunteer, not the organisation, would bear the brunt of liability for any damages or suits brought as a result of their sending an inappropriate email.

4 Storage

For this policy, the phrase " storage" refers to both offline as well as third party online storage services such as Google Drive, Dropbox and OneDrive.

All files and assets located in storage files are, unless otherwise specified, the property of the British Baseball Federation.

Users should:

- 4.1 When sharing files, always check that the intended members are the ones to be invited.
- 4.2 Provide a backup provision with a retention period of 6 months when using cloud storage services.



- 4.3 Exercise caution when sharing files through public links.
- 4.4 Maintain all files in the strictest confidence unless otherwise specified.

5 Confidential Data

Users have a duty under the British Baseball Federation's code of conduct to take appropriate steps to ensure that proprietary, confidential, or British Baseball Federation sensitive information is strictly protected and is confidential when they come into contact with it or have it in their possession.

Users must:

- 5.1 not seek personal benefit, or assist others in seeking personal benefit, from the use of confidential information.
- 5.2 protect any confidential information to which they have been granted access and not reveal, release, share, email unencrypted, exhibit, display, distribute, or discuss the information unless necessary to do his or her job or the action is approved by his or her supervisor.
- 5.3 report any suspected misuse or unauthorised disclosure of confidential information immediately.

The following list is not intended to be exhaustive, but should provide the British Baseball Federation with guidelines on what type of information is typically considered confidential.

Confidential data can include (but is not limited to):

- 5.4 Communications or content relating to complaints, disciplinarys and/or grievances.
- 5.5 Volunteer or national insurance numbers or personal information.
- 5.6 Volunteer personal information.
- 5.7 Medical and healthcare information.
- 5.8 Member data.
- 5.9 Financial data.
- 5.10 Strategy or internal documentation.
- 5.11 Passwords.
- 5.12 Bank account information.
- 5.13 Any confidential data held for a third party (be sure to adhere to any confidential data agreement covering such information).

6 Consequences of Breaches

In the event of any failure to comply with the conditions of this policy by a User, the Federation may in its sole discretion try to informally resolve the breach. If these attempts are ineffective, the breach may be escalated in accordance with the British Baseball Federation's complaints and grievance policy.

7 British Baseball Federation Rights

The following condition specifically relates to the British Baseball Federation's users:

- 7.1 The British Baseball Federation reserves the right to refuse affiliation or in the case of existing affiliation suspend or withdraw any user from the British Baseball Federation affiliation process if that user's breach of this policy according to the disciplinary procedure brings the name of the BBF or baseball into disrepute or act in a manner considered detrimental to the British Baseball Federation or the sport of baseball through improper use of any of these standards in this policy.