

## **Best Practice for Convenors in using Beacon to communicate with group members.**

This Best Practice document provides details on how to communicate with Group Members, using Beacon, while protecting you and your group member's email data.

All convenors are encouraged to always use Beacon to send communications to their group or more than one member of their group, for the reasons outlined below. This method protects both you and your group member's data from exposure to others and from the risk of hacking.

Under GDPR Data Protection Rules we (Chalfonts u3a) have a duty to protect our member's data and Beacon provides a secure way to do this. It contains the most up to date list of members, which is secure and password protected.

It holds the email addresses of all your Group members, which means you do not have to clutter up your personal email contact list with this information. Adding u3a emails to your personal address book solely for the purpose of u3a communication is not in line with data protection rules. There are reported instances where a Convenors personal computer has been hacked and spam emails have been sent to u3a members whose details were held on that computer.

We are aware that some convenors of smaller groups do have the email addresses of their members stored on their personal computer and use this to communicate with their group members. To comply with Data Protection it is necessary for the convenor to have the permission of all their group members to share email addresses. This needs to be done in a formal way and the replies confirming permission, stored for future reference.

Beacon sends messages as blind copy so you only see the copy addressed to you, which protects the email data of other Group members, and finally Beacon protects your email address by sending your messages from a [chalfontsu3a.org.uk](mailto:chalfontsu3a.org.uk) address.

Any replies to Beacon emails will come to you via the [chalfontsu3a](http://chalfontsu3a.org.uk) website and not through Beacon. The Chalfonts u3a website has a web mailbox for each of the Groups, and you will be given access to this for the group(s) you are a convenor for.

Any convenor who is not using Beacon currently and would like more information, should contact Vince Barker at [beaconadmin@chalfontsu3a.org.uk](mailto:beaconadmin@chalfontsu3a.org.uk)

Any convenor who would like access to their group web mailbox, or would like more information, should also contact Vince Barker at [beaconadmin@chalfontsu3a.org.uk](mailto:beaconadmin@chalfontsu3a.org.uk)

## **How to access both Beacon and your web mailbox from the Chalfonts u3a web site.**

Go to [www.chalfontsu3a.org.uk](http://www.chalfontsu3a.org.uk) . Hover your mouse over the "Group Convenor" heading, at the top left of the screen.

If you click on the first option **Link to Beacon System**, you will be taken to the Beacon access page where you can click on the box **Link to Beacon system**. Put in your username and password and click the Enter box

If you click on the bottom option **Link to Webmail** you will be taken to the Webmail access page, where you can click on the box **login to email**. Put in your group email address and password and click the Log in box. At the webmail Access Page you can change your password and consult the Webmail Help page.

Once in the Web mailbox, you can reply to individual email as you would normally and these replies will be from your group u3a email address rather than from your personal email address. This protects your data from exposure to others and from the risk of hacking.