

RULES FOR THE USE of MEMBERS and VOLUNTEERS COMPUTER.

The computer may be used for the following:

- designing and planning information leaflets / posters for Mind events
- Mid Cheshire Mind newsletter
- Members meeting minutes
- research and checking for information
- training as approved by the Manager

The computer may NOT be used for the following:

- Internet shopping
- Social networking, i.e. Facebook, Twitter
- Internet dating
- Storage of personal information

The computer will be checked regularly by the Manager and / or trustees and any inappropriate information / work will be followed up and deleted.

Free Wi-Fi is available for all members of Mid Cheshire Mind so that they may use their own laptops or tablets whilst in the centre. Please check with staff for the password.

These rules have been agreed by trustees to safeguard all staff, volunteers and members.

If you are not sure about what you may use the computer for, please check with a staff member.

Jacky Hooton

Chair trustees - Mid Cheshire Mind

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