

ACF Community group data protocol

Data is a powerful tool. It can make or break elections, and it can be used to build and demonstrate people power. As an ACF Community group member, you have an important role in safekeeping and wielding this tool.

Following this protocol is important because it will ensure people who sign up at ACF Community meetings, events and stalls promptly receive a welcome email and updates from your group and ACF's national campaigns.

It will also mean that we are respectful of the personal data of supporters and comply with Australia's privacy laws.

There are 3 types of sheets ACF Community groups generally use and each gets handled differently.

- [Petition sheets](#) are used by groups to sign up new supporters at stalls.
 - Some groups may also use community surveys or voter pledges during an election
- [Meeting sign-in sheets](#) are used by groups to sign-in members at your group meetings.
- [Event sign-in sheets](#) are used by groups to sign-in members at your group events.

What to do after you sign people up:

- Assign a Stall or Event Coordinator who will be responsible for collecting completed sheets
- Enter the data. You can either:
 - Take photos of the completed sheets on your phone and upload them using the [ACF Community Uploader Tool](#)
 - See [How To: Use the ACF Community Uploader Tool](#)
- Or
- Return to your group point person to upload later
- Or
- Post a hard copy to:
 - ACF Community Support, Level 1/60 Leicester St, Carlton VIC 3053
- Protect the data:
 - Shred and recycle the sheets or keep them in one secure location for later use
 - Delete the photos from your phone, camera or computer after uploading

How to request access to sign-up data:

- Contact the ACF Community Support Team at community@acf.org.au
- Generally the team will provide one of the following types of data, please be sure to specify which in your request

- RSVP lists for your events (so you can call to confirm and track attendees) OR
- A larger list of local supporters (if you're phonebanking to get more RSVPs)
- Everyone in your group who will be accessing this data will need to:
 - Watch a privacy training video and complete the post training quiz
 - Sign the ACF Community personal data privacy agreement
- After you've completed the training and signed the agreement:
 - The ACF Community Support Team will email you a spreadsheet with the data
- The only people who should be able to access the spreadsheet must have:
 - Attended the ACF Community privacy training
 - Signed the ACF Community personal data privacy agreement

If you already maintain your own email list:

- Limit who can access the list
 - Make sure everyone who has access, has completed the privacy training (including the privacy quiz) and signed the ACF Community personal data privacy agreement

When sending emails, remember to:

- Always copy and paste the emails from your list using BCC (Blind Carbon Copy)
 - This is different from using the "SEND TO: or the CC"
 - This protects their email so only you, the sender, can see all the recipients email addresses
 - If you're not sure how, [check out this guide to sending emails with BCC.](#)
- Always include the following note at the bottom of your email
 - ACF Community **GROUP NAME** is part of a network of independently organised, volunteer-run groups in the ACF community.*
- Always include a note about unsubscribing from the list
 - PS - If you have moved or otherwise do not want to be on this list, please let me know.*
 - Be sure to promptly remove people from your list if they ask to unsubscribe them
- [Use ACF Community email templates](#) as a starting point

Want ACF to send an email blast to more ACF supporters near you?

- Contact the ACF Community Support Team at +61 3 9345 1257 or community@acf.org.au
 - Please request early, at least 1-2 weeks in advance

Additional resources:

- [ACF Community Data Privacy Agreement](#)
- [ACF Community Uploader Tool](#)
- [How To: Use the ACF Community Uploader Tool](#)
- [How To: Run An Awesome Stall](#)