**WhatsApp Guidelines**

**WhatsApp Groups**

**Do’s and Don’ts**

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* **DO** only give admin rights for the group to a very small number of trusted people
* **DO** limit participants of the group to Members and Supporters only
* **DO** ensure that those who cease to be Members/Supporters are promptly removed from your groups
* **DO** keep conversation topics relevant to the purpose of the group chat

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* **DO NOT** send an excessive number of messages. When considering what might be excessive think about the frequency of messages that an individual would reasonably expect to receive from the group. If you are able to condense multiple reminders/points into one message it is advisable to do so.
* **DO NOT** add people to WhatsApp groups unless you have explicit consent from them first.

To obtain explicit consent, you must give an explanation of the purpose of the group, then ask people to opt-in. Such consent can be obtained verbally or in reply to a message e.g. an email

**Broadcast Messages**

Local Parties should not use broadcast messages to communicate with their wider membership as it is not possible to opt out of receiving messages in this format.

**Sending Data**

Any personal data sent via WhatsApp must be encrypted with a password and the password should be sent via a different medium e.g. email/telephone call.

If you have any queries about use of WhatsApp, please email [data.protection@libdems.org.uk](mailto:data.protection@libdems.org.uk).