Greystones Sailing Club
VHF Radio, Computer, Email and Internet Usage Policy

Greystones Sailing Club ("GSC" or "the Club") provides access to VHF radios, computers, email and internet services to support the safe and effective operation of Club activities. This policy sets out the standards expected of all users and applies to **employees, instructors, volunteers, members and guests**.

This policy is informed by **Irish Sailing guidelines**, relevant **Department of Transport and ComReg regulations**, safeguarding requirements, and GSC's own policies and procedures.

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1. General Principles

- All GSC equipment, systems and communications remain the **property of the Club**
- Access to VHF radios, computers, email and internet is provided **solely for legitimate Club and role-related purposes**
- Users must act responsibly, professionally and in a manner that upholds the reputation of GSC and Irish Sailing
- Personal use of Club systems is **not permitted**, except where expressly authorised by a Club Officer

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2. VHF Radio Use

- VHF radios must be used **strictly in accordance with Department of Transport / ComReg regulations**, Irish Sailing safety guidance and GSC procedures
- VHF radio use is restricted to **operational and safety-related communications only**
- Clear, professional and appropriate language must be used at all times
- **Trainees and junior participants must not be permitted to operate or access VHF radios**
- Instructors and safety personnel are responsible for ensuring radios are:
  - Used correctly
  - Kept secure
  - Returned to designated locations after use

GSC reserves the right to monitor and review VHF communications where required for safety, training or disciplinary purposes.

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3. Computer, Email and Internet Use

- Club computers, laptops and internet access are provided to support:
  - Course delivery
  - Training preparation
  - Safety, administration and educational activities related to Club operations

- All data created, accessed or stored on GSC systems is considered **Club property**
- Information transmitted or stored may be subject to review or disclosure where legally required

Trainees must not be given access to Club computers, laptops or email systems.

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4. Monitoring and Data Protection
- GSC reserves the right to monitor:
    - Internet usage
    - Email communications
    - Data stored on Club equipment
- Monitoring will be conducted proportionately and in line with data protection legislation
- Users should have **no expectation of personal privacy** when using GSC systems

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5. Acceptable Use
Users must ensure that all communications and online activity:
- Are lawful, respectful and appropriate
- Do not bring the Club, its members or Irish Sailing into disrepute
- Comply with GSC policies, safeguarding standards and codes of conduct

Emails and communications must not include content that is offensive, discriminatory, abusive, harassing or inappropriate.

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6. Prohibited Use
The following activities are **strictly prohibited**:
- Accessing, viewing, downloading or transmitting material that is:
    - Obscene, pornographic, hateful, violent, discriminatory or unlawful
- Using VHF radio, email or internet services to:
    - Harass, threaten or intimidate others
    - Transmit inappropriate or non-operational communications
- Installing or using unauthorised software, messaging platforms or applications
- Copying, downloading or distributing copyrighted material without authorisation
- Sharing passwords or accessing systems without permission
- Disclosing confidential or sensitive Club information without authorisation, including over VHF radio
- Representing personal views as those of GSC without prior approval from the GSC Executive Committee
- Introducing viruses, malware or any activity that compromises system security
- Using Club systems for personal business, advertising, chain messages or solicitations

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Greystones Sailing Club

The Harbour, Greystones, Co. Wicklow

7. Guidance and Reporting
- Any user unsure about acceptable use should seek guidance from:
    - Their Supervisor
    - Senior Instructor
    - Junior Organiser
    - A member of the GSC Executive Committee
- Any misuse, security concerns or breaches should be reported immediately

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8. Breach of Policy
Failure to comply with this policy may result in:
- Removal of access to Club systems or equipment
- Disciplinary action under GSC Disciplinary Procedures
- Further action where required under Irish law or Irish Sailing regulations

This policy applies to all users of GSC VHF radios, computers, email and internet systems.

Approved by:
Greystones Sailing Club Executive Committee