



NARPO HOUSE
38 Bond St,
Wakefield,
West Yorkshire,
WF1 2QP
Tel: 01924 362166
Email: hq@narpo.org

Branch Circular No 18/24

To: Members of the NEC
All Branch Secretaries

July 2024

Dear All

NARPO EMAIL ADDRESSES AND BULK EMAILING

Following a review of our Data Protection/GDPR protocols within the organisation as part of my role as Data Protection SPOC I would like to update you as follows.

I am aware of two issues which potentially leave the organisation, as well as individuals concerned at risk of investigation/prosecution in the event of serious data breaches.

- (1) Some branch officials are sending bulk emails outside of the approved and secure Sendgrid system via personal email accounts.
- (2) Some branch secretaries, having been allocated narpo.org email accounts are setting up or forwarding emails to personal email accounts, again outside of NARPO systems as a means of communication and message sharing with members.

Whilst I fully acknowledge and respect the principles of autonomy under which branches work, the above actions are strongly discouraged for the reasons set out below and on the advice of our DPO, Bernard Seymour.

NARPO has in place approved and secure systems for the sending of bulk emails via Sendgrid, and communication for branch secretaries through the narpo.org email accounts. These systems provide a safe and secure way to send, receive and store data, thereby mitigating data breaches and providing protection from prosecution to the user and the organisation.

The use of any system other than those, where appropriate, provided by the organisation are considered data breach through unauthorised access to NARPO data, standing outside of the NARPO Data Protection policy.

In order to protect our organisation, branches secretaries, our Senior IT and Conference Administrator, Angela Calvert will be reverting all branch and branch secretary emails addresses listed on NARPO systems (email, Sendgrid and Supersleuth) to the secure, default xxxx@narpo.org email addresses w/c 15th July 2024. This is to ensure security and integrity of our communications and fulfil our GDPR obligations to protect member details.

Should any individual take the decision after this date to use any private/personal/non-Narpo email or any non-authorized bulk emailing platform as a means of communication or mass distribution they do this outside of any protection offered by NARPO or its policies, assuming personal liability for such communication and any subsequent investigation or ICO proceedings. Any such unauthorised use will also negate any liability cover provided through our insurers.



NARPO HOUSE
38 Bond St,
Wakefield,
West Yorkshire,
WF1 2QP
Tel: 01924 362166
Email: hq@narpo.org

I am sure you will receive this email in the spirit that it is intended, and for the vast majority this will require no further action.

I thank you in advance for your cooperation with this request so that we may as far as possible protect NARPO, its branches and its members.

Yours sincerely,

Steve Wilcock
Deputy Chief Executive