



## Communications & IT Policy

Unless where stipulated in the Maryhill Football Club (MFC) constitution, all correspondence is conducted through the General Secretary who will re-direct it as appropriate.

All communications and any IT Policy and Procedures always remain the property of MFC. Permission should be granted before any information is shared outside MFC. This should be discussed and agreed with the Secretary and Media Manager before any external distribution.

All information related to policies and procedures at MFC should remain private and confidential, except for policies that are a requirement of the West of Scotland Football League and the Scottish Football Association. These will be published on our website, which is currently [www.maryhillfc.com](http://www.maryhillfc.com). This address will only be changed with the express permission of all committee members.

Committee minutes will remain private and confidential for all committee members. Any information to be shared publicly will only be allowed once agreed at each committee meeting. AGM information will be shared as and when required and only appropriate information shall be shared publicly.

Anyone in breach of this policy risks expulsion from their position.