

Central Societies Committee Mass Email Policy

1. Context:

1. Many individuals or groups (internal or external) wish to communicate with specific groups of societies through email. At the same time, email saturation is a growing concern of recipients. Of particular concern is mass email which in many cases inadvertently contains inappropriate content e.g. those which might encourage a society to espouse a corporate opinion. Societies are not normally permitted to espouse a corporate opinion under the CSC constitution and so these types of emails lead to confusion and require follow up by a CSC staff member or officer in order to provide clarity, further adding to the burden of recipients. As such it is important that we implement processes that reduce the possibility of overwhelming recipients with various and inappropriate messages from numerous groups.

2. Purpose:

1. The purpose of this policy is to provide rules and guidance for the use of mass email to disseminate information to societies within the Dublin University Central Societies Committee (CSC).

3. Scope:

1. This policy applies to all societies, students, staff, departments and all other third parties who wish to send bulk email to societies recognised by the CSC i.e. to any email under the @csc.tcd.ie domain.

4. Definitions:

1. Mass email, by definition, is unsolicited email sent quickly in large quantities including email of very similar content sent individually in quick succession.

5. Policy Statement:

1. Use of society email addresses by anyone other than CSC officers or staff for the purpose of unsolicited and/or mass mailing is prohibited without express permission of the CSC.
2. Permission should be sought by email to communications@csc.tcd.ie to discuss the relevance of the request. Should it be felt that the notification is of interest and/or importance to all societies or a sub-group of societies, the email may be sent by a member of CSC staff to the CSC official society mailing list on your behalf at an appropriate point.
3. Societies found to be in breach of this policy may be fined and/or have other penalties imposed upon them including but not limited to those set out under the CSC recognition policy.
4. All other parties found to be in breach of this policy will be reported to the appropriate authorities and blacklisted from sending emails to the csc.tcd.ie domain.
5. Abuse of society email lists may also be considered to constitute a breach of the [College Code of Conduct](#) relating to use of computing facilities.