

Using WhatsApp

As groups are starting to use WhatsApp as a method of communicating with each other, the committee thought it would be helpful to offer some guidance about using it.

Whilst it is a very useful way of communicating, it does have potential that could be used to scam people.

Most WhatsApp groups are set up where only an administrator (normally the person who sets the group up) can add people which should make it safe for groups to use. However, we would suggest that the group coordinator monitors who is a member.

- When setting up a new WhatsApp group amend/check the Group Setting to make sure that only you as the Admin can add other members/approve new members, Edit the settings (this includes the group name, icon, descriptions).

Advise group members

Action Fraud offers the following excellent advice for people using WhatsApp

- Set up two-step verification to give an extra layer of protection to your account: Tap Settings > Account > Two-step verification > Enable
- Check that you are happy about who can view different things on your WhatsApp account. Open WhatsApp, tap the Settings icon in the bottom right-hand corner on an Apple phone or the 3 dots, at the top of the page on an Android. Find Privacy settings to make sure you are happy about who can view different things. You may have an option to do a Privacy checkup
- THINK. CALL. If a group member or friend makes an unusual request on WhatsApp, always call the person to confirm their identity
- Never share your account's activation code (that's the 6 digit code you receive via SMS)
- You can report spam messages or block a sender within WhatsApp. Press and hold on the message bubble, select 'Report' and then follow the instructions

To comply with GDPR please ask group members to complete the relevant Group Privacy Agreement

Please find attached a Group Privacy agreement which just covers WhatsApp and also a updated Group Privacy agreement which covers a variety of ways members wish to share their data.



Settings icon on an Apple phone.

● ● ● on an Android phone.