



## Policy on Third Party Messaging

ALTE has two major means of communication:

- 1) By sending out emails using emails on the ALTE email list
  - a. to ALTE Full Members and Individual Expert Members only
  - b. to all ALTE Members (Full, Associate and Individual Expert)
  - c. to all on the ALTE email address list (members (full and associate) and individual affiliates)
- 2) By communicating via social media (publicly available, but notifications to those following ALTE)
  - a. Facebook
  - b. Twitter
  - c. LinkedIn

ALTE will use both these channels to communicate regarding its courses, conferences, meetings, SIGs, work, website, etc.

ALTE may also make use of other email lists to disseminate information (e.g. L-Test, EALTA)

Those signing up to the ALTE email list are aware they will receive emails from ALTE, and “news from carefully selected other relevant activities from third parties”.

News from third parties **include:**

- Conferences (meetings, workshops, seminars, webinars, etc.) on the subject of language testing, language education and/or multilingualism, which are organised by Members or other organisations that ALTE has had previous positive dealings with;
- Calls for project proposals/collaboration on the subject of language testing, language education and/or multilingualism, which are organised by Members or other organisations that ALTE has had previous positive dealings with;
- Requests to complete surveys on the subject of language testing, language education and/or multilingualism, which are organised by Members or other organisations that ALTE has had previous positive dealings with;
- Important news regarding members (which are not of a commercial nature), e.g. new location, new ownership, etc.;
- Information about job vacancies within full member organisations, providing these directly relate to language assessment and the number of such messages is not excessive. Job vacancies from other organisations are not usually posted but may be allowed in some exceptional circumstances;

- Other important news which relates to the language testing field where there is some prior link to ALTE or its members, e.g. obituaries, award recipients, highly important publications.

News from third parties **does not include:**

- Information about members' (or any other) products;
- Information about courses, conferences, projects etc. which are designed entirely to promote members' (or any other) products;
- Commercial requests;
- Information about job vacancies which do not fit in the category above;
- Matters which do not relate to language testing, language education or multilingualism;
- Matters from organisations or individuals who have no affiliation or previous significant involvement with ALTE
- Paid-for courses run by members, affiliates or any other body or individual
- Information about publications which are not deemed to be highly important

Other themes which do not fall into the categories listed above will be considered on a case by case basis.

Members and other third parties who wish to use ALTE's forms of communication should get in touch with the ALTE Secretariat [secretariat@alte.org](mailto:secretariat@alte.org) as a first port of call.