**Worcester Students' Union Digital Footprint Reduction Guidance**

**Purpose and scope**

This guidance aims to reduce the Union’s digital footprint by minimising the environmental impact of email traffic, cloud storage, and digital media. It applies to all Worcester Students' Union staff, officers, and, where possible, student groups, providing guidelines for managing communications, file storage, and media across Union platforms.

**Guidance**

Email Management

1. **Reducing Email Traffic**

* Staff and officers should unsubscribe from unwanted newsletters and mailing lists.
* Minimise recognition or 'thank you' emails where possible and explore alternative methods such as collaborative tools for simple acknowledgments.

1. **Email Signatures**

* Use text-only email signatures for internal communications or replies to reduce image-heavy content.
* Avoid high-resolution images in email signatures to decrease file size and improve performance.

1. **Avoid Attachments**
   1. Where possible, avoid sending attachments, particularly large files. Instead:
      * Include links to relevant content.
      * Copy essential information into the email body to ensure content is easily accessible without needing to download files.
2. **Email Deletion**
   * Regularly delete emails that do not need to be stored long-term.
   * Archive necessary emails periodically, while deleting older, less relevant communications.

File Management

1. **Deleting Unnecessary Files**
   * Routinely delete old files, draft versions, duplicates, or any other content that is no longer needed.
   * Compress large files by creating zip files or reducing image resolution to maintain manageable file sizes.
2. **Recording and Media Management**
   1. Avoid recording meetings unless necessary.
   2. Where recordings are necessary, delete them once they are no longer required.
   3. Regularly clear out unused media saved on the Union’s website or digital platforms, removing outdated content.

**Compliance and Review**

This guidance will be formally reviewed every 2 years but will be regularly reviewed and updated by the sustainability committee as needed to ensure its effectiveness and relevance. Compliance with this policy is mandatory for all members of Worcester Students’ Union.

Date of Adoption:

Signed: (SU elected president)

Person responsible for review: Director of Representation and Membership Services