

# GLAPTHORN PARISH COUNCIL

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## SOCIAL MEDIA POLICY

*This Social Media Policy was amended and re-adopted by the Council in January 2021*

Social media is rapidly growing in popularity and is used by many members of society, regardless of age or background. The most popular examples of social media networks are web-based and include sites such as Facebook, Instagram, Twitter, My Space, You Tube, and LinkedIn.

Glaphorn Parish Council has chosen to use social media to provide a modern alternative means to communicate with residents, clubs, societies and businesses in the parish of Glaphorn, and to impart information to those with an interest in the village and village life. The social media will interact with the village website.

### **Administration of Social Media sites and/or website:**

- A Social Media site, Facebook, a Twitter account and the Glaphorn Parish website pages will be administered by the Clerk, in collaboration with the webmaster, if different.
- All 'posts' to Facebook and Twitter and/or the website will be published by the Clerk.
- The Clerk, aka the administrator, will monitor 'comments' on the Facebook page for language that is deemed to be inappropriate, namely defamatory, obscene, proprietary or libellous.
- If anyone places a 'comment' on the Facebook page or Twitter account that is considered inappropriate, as described above, the administrator will remove the 'comment' as soon as practicably possible. Whenever a person(s) places inappropriate 'comments' on the Facebook page the administrator will remove the person from the list of followers and block them from making further 'comment'.

### **The administrator should use the following practices:**

- Post only what you would like the world to see; remember, once you post something, it may continue to be available to view, even after it is removed from the site.
- Do not disclose confidential matters or criticise policies or personnel.
- Do not post images that include young people without first obtaining parental permission.
- Where a 'comment', posted to the Parish Council on Facebook or Twitter, requires an acknowledgement, only respond publicly if you have the agreement of the person who has posted the 'comment'; otherwise respond privately in message form.
- Do not use commentary deemed to be defamatory, obscene, proprietary or libellous.
- Exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions and derogatory remarks or characterisations.
- Weigh up whether publishing a particular post puts the effectiveness at Glaphorn Parish Council at risk.