



**Church with Chapel Brampton Parish Council**

**SOCIAL MEDIA POLICY**

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. Church with Chapel Brampton Parish Council has chosen to use social media to provide a modern alternative means to communicate with residents and businesses in Church with Chapel Brampton and to impart information to those with an interest in the villages.

**All users should use the following practices:**

- All approved Social Media sites are to be set up and administrated by the Clerk. Church with Chapel Brampton Parish Council website to be administered by the Clerk.
- In the absence of the Clerk, another nominated member of the Parish Council will be asked to administer the site.
- All content to be added to the site must be approved by the Clerk or other nominated member.
- If there is any doubt, the Clerk should check with the Chair or other nominated member prior to posting.
- Post only what you would like the world to see. 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.
- Ensure all images comply with UK law. Only post images to which you own the intellectual property rights and do not post images which may invade someone's privacy or are defamatory or indecent. Remove images in a timely manner when a reasonable request to do so is received.
- Acknowledge queries posted to the Parish Council on the Social Media sites publicly but respond privately in message form.
- Only respond publicly if you have the agreement of the person who has posted the query.
- 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.
- If anyone places a post on your site that does not adhere to the rules above, remove as soon as practicably possible. If they continue to place posts that do not adhere to the rules above, use a 'two strikes and you're out' policy, and remove the person from your list of followers and block them to prevent them following again.
- Weigh up whether putting a particular post puts your effectiveness at Church with Chapel Brampton Parish Council at risk.
- Maintain updated anti-virus and malware protection to avoid infections of spyware and adware that social networking sites may place on your computer.
- Be careful not to fall for phishing scams that arrive via email or on your wall providing a link for you to click, leading to a fake log in. Remove such posts immediately.
- If you find information on the social networking site that falls under the mandatory reporting guidelines, report it as required by law.

**Signature.....Date.....**

**Chair – Church with Chapel Brampton Parish Council**