

Hermitage Parish Council

Social Media Policy – 19 January 2023

Purpose

The purpose of this policy is to establish guidelines for the use of social media by the employees and representatives of Hermitage Parish Council. This policy is intended to ensure that all content posted on social media is accurate, appropriate, and consistent with the values and mission of the Council.

Guidelines for Use

- All employees and representatives of Hermitage Parish Council are required to abide by this policy when using social media for official business.
- Employees and representatives must not use social media to defame, harass, threaten, or discriminate against any individual or group.
- Employees and representatives must not use social media to post confidential or proprietary information, including but not limited to personal information about the Council or its employees.
- Employees and representatives must not use social media to post or share content that is in violation of any laws or regulations or that would reflect poorly on the Council or its employees.
- Employees and representatives must not use social media to post or share content that would be considered offensive, vulgar, or inflammatory.

Monitoring and Enforcement

- The Council reserves the right to monitor the use of social media by its employees and representatives.
- Employees and representatives found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment/role.

Disclaimer

Posts on social media sites by employees and representatives of Hermitage Parish Council are their own and do not necessarily represent the views of the Council.

Contact Information

If you have any questions or concerns about this policy, please contact hermitagepc@outlook.com

Review

This policy will be reviewed as necessary to reflect the changing nature of social media and technology, and at least every two years.

Adopted by Hermitage Parish Council on 19th January 2023

Signed by Chairman: Cllr N Burraston