

THE HENNYNS, MIDDLETON & TWINSTEAD PARISH COUNCIL SOCIAL MEDIA POLICY

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1. POLICY

The Hennys, Middleton & Twinstead Parish Council medium for social media will be via its Website and Facebook account with the intention to:

Provide information and updates regarding activities and events within The Hennys, Middleton & Twinstead Parish and promote positive engagement from residents within the Parish

THE WEBSITE

The Parish Council will maintain a website that provides information that residents may find useful. It is also one of the official channels of contact a resident can use to contact the Parish Council with their issues.

On the Website <https://e-voice.org.uk/hennymiddletontwinsteadparishcouncil/> can be found the following up-to-date information:

- Parish Council and individual Councillor's official contact details.
- Minutes and agendas of Parish Council meetings.
- Documents and policies regarding the Parish Council.
- Calendar of events and meetings.
- Community links and amenities.

FACEBOOK

The Parish Council will use this medium to allow for a wider public access to communications. The aim is for content to be productive, respectful, positive and consistent with the Council's goals. The core guidelines of the Parish Council and those communicating with the Council through this medium are:

- Be considerate and respectful of others. Vulgarity, threats or abuse cannot be tolerated. Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including The Hennys, Middleton & Twinstead Parish Council members and staff, cannot be permitted.
- You have a responsibility to communicate truthfully, and this policy encourages you to remember that you are publishing your comments, when posting into a Facebook page.
- Share freely and be generous, but be aware of copyright laws. Be accurate and give credit where credit is due.
- Stay on topic.
- Do not use the page for commercial purposes or to market products.

Remember, you are legally responsible for what you say and post on the website or any social media entry and that legal action could be taken against you for any libellous or damaging comments that you make.

The Parish Council will remove, at the earliest opportunity, all comments and content that do not adhere to the operational guidelines and also includes:

- Obscene, racist or discriminatory content
- Personal attacks, insults or threatening language
- Potentially libellous statements
- Plagiarised material and any material in violation of any laws and copyright
- Private and personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam

The Parish Council will not engage in or with (and actively discourages) posts or comments of a political or religious nature.

The Hennys, Middleton & Twinstead Parish Council will not be able to reply to individual messages or comments received on the website or social media. Sending messages/post via Facebook will not be considered as contacting the Parish Council for official purposes and it will not be obliged to monitor or respond to requests for information through Facebook. The Parish Council will, however, endeavour to ensure that any emerging themes or helpful suggestions are considered and/or passed to the relevant people.

To contact the Parish Council for official purposes please use the email address hmtpcouncil@gmail.com or contact by post or telephone using the information on the website <https://e-voice.org.uk/hennymiddletontwinsteadparishcouncil/>.

By choosing to comment and/or utilise The Hennys, Middleton & Twinstead Parish Council's Facebook page users are deemed to agree to this policy in addition to the standing terms relating to your registration with and use of that social media platform

2. LEGAL ADMISSIONS

The Hennys, Middleton & Twinstead Parish Council is not responsible for the accuracy of content posted by any external contributor in any forum. Opinions expressed in comments do not necessarily represent those of Hennys, Middleton & Twinstead Parish Council.

All materials, once posted become the property of The Hennys, Middleton & Twinstead Parish Council and it reserves the right to reproduce, distribute, publish and display or edit them.

Derivative work can also be created from such postings or content and used for any purpose and in any form or media the Parish Councils deems fit. This excludes any posts that contravene the policy principles set out above. All such posts will be removed by The Hennys, Middleton & Twinstead Parish Council at the earliest opportunity.

The Hennys, Middleton & Twinstead Parish Council is not responsible, liable for and do not endorse the privacy practices of Facebook, or any linked website. The use of Facebook and any linked website is at the users own risk.

The Hennys, Middleton & Twinstead Parish Council assumes no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within or downloaded from the websites.

The Hennys, Middleton & Twinstead Parish Council accepts no responsibility for the availability of Facebook.

The presence of any advertisement on Facebook is not an endorsement of the authenticity or quality of the goods, services or website and The Hennys, Middleton & Twinstead Parish Council will not be held responsible for any claims arising in that respect.

3. HENNYS, MIDDLETON & TWINSTEAD PARISH COUNCIL CODE OF PRACTICE

When using social media Parish Councillors and officers must be mindful of the information they post in a Parish Council capacity and keep the tone of any comments respectful and informative. Councillors can have a blurred identity. They may have social media accounts of their own where they comment both as an individual and as a Councillor. They must ensure, in these cases that they are clear when they are posting in a private capacity or as a Councillor. They must be aware that by holding a position in the organisation does not provide them with immunity against actual defamation.

Parish Councillor's views posted in any capacity in advance of matters to be debated by the Parish Council at Full Council or Committee meeting may constitute pre-disclosure, pre-determination or bias, and may require the individual to declare an interest at Council meetings. Parish Council Members and officers must not:

- Hide their identity using false names or pseudonyms
- Present personal or political opinions as that of the Parish Council
- Present themselves in a way that may cause embarrassment to the Parish Council
- Post content that is contrary to the democratic decisions of the Parish Council
- Commit the Parish Council to any work, campaign or process that is not a resolution of the full Parish Council
- Post controversial or potentially inflammatory remarks
- Engage in personal attacks, online fights and hostile communications
- Use an individual's name unless given written consent to do so
- Publish any personal details of any Parish Councillor or officer without their written consent
- Publish photographs or videos of minors without parental permission
- Post any information that infringes copyright law
- Post any information that may be deemed to be libellous
- Post any information that constitutes bullying or harassment
- Bring the Parish Council into disrepute, including content posted in a personal capacity
- Post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or constitutes a criminal offence
- Publish untrue statements about a person which is damaging to their reputation

4. RESPONSIBILITIES

COUNCILLORS

Individual Councillors must adhere to this policy and other Parish Council policies in the conduct of their business. They are at liberty to set up their own accounts but should ensure that they comply with this policy and ensure that a personal view disclaimer is used when responding as an individual. Any Councillor who considers that any communication requires to be discussed by the Parish Council should do so under the rules of Section 4 of the Parish Council's Standing Orders.

PARISH CLERK

The Parish Clerk is the designated council owner of The Hennys, Middleton & Twinstead Parish Council's Facebook webpages. Any volunteer or Councillor officially appointed by the Council may assist the Parish Clerk to disseminate information. However, all must ensure they follow this policy. No account details may be changed without the permission of the Parish Clerk
The Parish Clerk will present to the next available Parish Council meeting any communications they consider to require discussion prior to an official response being made by the Parish Council to ensure that the response is minuted. The poster of the comment will be invited to the meeting to raise or answer questions relating to the post, if it is considered necessary
The Parish Clerk and Chairman will be responsible for all final published responses

VOLUNTEER ADMINISTRATORS

The Parish Council may appoint volunteers to carry out the day to day monitoring of their Facebook pages. They will report directly to the Parish Clerk on all issues
They will bring to the attention of the Parish Clerk any posts that they consider requires a response from the Parish Council, or is of significant in its nature that the Parish Council should be aware of
The volunteer administrator will remove all posts that contravene this policy at the earliest opportunity and will provide a report as to the nature of the infringements to the Parish Clerk
The Parish Clerk will provide information to the volunteer administrator that the Parish Council wishes to publish on its Facebook pages

The volunteer administrator will not amend any posts, issue their own posts or respond to posts using the Parish Council's account, without first confirming with the Parish Clerk