



SOCIAL MEDIA POLICY

PRINCIPLES

Stainton Village Hall Committee encourages the responsible use of social media. The purpose of this policy is to set out what the Committee expects from trustees, volunteers and users when using social media. Trustees and volunteers should remember that they are ambassadors for the Stainton Village Hall and that social media is never private.

This policy aims to:

- give clear guidelines on what can be said about the Stainton Village Hall and its trustees, volunteers and users;
- comply with relevant legislation and protect volunteers; and
- protect Stainton Village Hall against liability for the actions of trustees, volunteers and users.

POLICY

Introduction

Stainton Village Hall Committee recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics relevant to our work using a wide variety of social media, such as Facebook, Twitter, blogs and wikis etc. This policy aims to protect trustees, volunteers and users and to encourage good judgment and common sense.

Inappropriate use of social media can pose risks to our confidential and proprietary information and reputation, and can jeopardise our compliance with legal obligations.

Scope and purpose

This policy deals with the use of all forms of social media, including Facebook, YouTube, Twitter and all other social networking sites, and all other internet postings, including blogs.

The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to trustees, volunteers or users

If a trustee or volunteer is found to be in breach of this policy their role may be terminated.

Trustees-, volunteers and users may be required to remove internet postings which are deemed to constitute a breach of this policy.

This policy links to all other policies therefore social media should never be used in a way that breaches any of our other policies such as protection for children and vulnerable adults, equality and diversity, and privacy.

All trustees, volunteers and users are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media or questions regarding the content or application of this policy should be reported to the Chairperson.

Any content which raises a safeguarding concern must be reported to Chairperson in line with the reporting procedures outlined in Stainton Village Hall Protection Policy.

Guidelines for responsible use of social media

The following sections of the policy provide trustees, volunteers and users with common-sense guidelines and recommendations for using social media responsibly and safely.

Trustees, volunteers and users must not post disparaging or defamatory statements about:

- Stainton Village Hall;
- past or present trustees, volunteers or users;
- suppliers and vendors; or
- other affiliates and stakeholders.

Trustees, volunteers and users should also avoid social communications that might be misconstrued in a way that could damage our business reputation, even indirectly. Trustees, volunteers and users should remember that what they publish might be available to be read by anyone including Stainton Village Hall trustees, volunteers, users- and social acquaintances for a long time and should keep this in mind before they post content.

The Committee does not permit tagging of vulnerable adults or anyone under the age of 18.

Trustees and volunteers are not permitted to set up social media accounts for Stainton Village Hall purposes without prior consultation with the Chairperson and Secretary.

Acceptable use of the internet and email

Stainton Village Hall may provide volunteers, hirers and users with internet access at the hall to help their role. Such internet access is intended for hall-related activities.

All internet data that is written, sent, or received through the hall computer systems is part of official Stainton Village Hall records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, trustees, volunteers and users should always make sure that the content of internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that trustees, volunteers and users use to access the internet at the hall are the property of Stainton Village Hall. Therefore, we reserve the right to monitor how the internet is used at the hall. We also reserve the right to find and read any data that is written, sent, or received by trustees, volunteers and users through the hall's internet access or that is stored in the hall's computer systems.

Trustees, volunteers and users may not use the hall's internet to write, send, read, or receive data that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person.

REVIEW

This policy will be reviewed annually following the AGM.

Stainton Village Hall Committee

~~August~~September 2021