

TIVETSHALL PARISH COUNCIL

SOCIAL MEDIA POLICY

Councillors and Officers of Tivetshall Parish Council are ambassadors of the Parish.

Taking part in social networks can offer great benefits and the best way to approach the online world is by using sound judgement and common sense as with any other means of communication.

1. **Be True**

- Treat people with respect and avoid speaking negatively.
- Discrimination, harassment, and victimisation must be eliminated.
- Identify yourself as an officer or member of Tivetshall Parish Council but state "all views are my own". Do not use an alias or mislead people.

2. **Be Aware**

- Remember that everything on the Internet is public. Information originally intended for friends and family can be passed on and can be traced back. Always assume social media communications are visible to everyone, anywhere.

If you see something that needs attention or requires a response share it with the Clerk.

3. **Be Responsible**

- You are responsible for what you write and should stick to what you know. Comments, posts, and images are public and permanent, even with privacy settings in place. Ensure communication is accurate, not misleading or damaging and that it does not reveal confidential information. 'Don't do anything stupid'. Even if you are acting on your own in your own personal capacity, you are still on show and as a councillor or member of staff you are seen as a representative of the council.
If you are not sure do not post!

Finally remember to respect copyright and give credit where it is due – do not post text, images or videos created by someone else without crediting them and where possible include a link to the source.

If you are unsure about anything please contact the Clerk.