



Martock Parish Council

Social Media Policy

The aim of this policy is to set out a Code of Practice to provide guidance to Parish Councillors, Council staff and others who engage with the Council using online communications, collectively referred to as social media. The Council will ensure that training is provided for Councillors and officers in connection with this policy.

The policy sits alongside relevant existing policies which need to be taken into consideration.

1. General Provisions

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and a fine for damages. This also applies if someone else publishes something libellous on your social media site. A successful libel claim against you could result in an award of damages.

Posting copyright images or text on social media sites is an offence. Breach of copyright could result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation and an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Any computer, mobile or other devices used to communicate, should be secured using a strong password – this includes any online accounts such as social media account passwords. A strong password should contain a mixture of letters, number and punctuation and should not contain names or words associated with you.

Council email account users' use of the Council's systems may be monitored on the basis set out in the email use policy and where breaches of policy or legislation are found to have taken place, action may be taken under the Council's Disciplinary Policy, the code of conduct or any such legal mechanism as is deemed appropriate.

2. The Council's Official Channels

Martock Parish Council maintains an official social media account on Facebook.

Council Social media may be used to:

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Promote good news stories with a linked website or press page
- Advertise job vacancies
- Retweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Announce new information
- Share formal consultations or gather informal views
- Post or share information from other Parish Council related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the clerk and all other Councillors
- Share any other information that is relevant to the community

The use of social media does not replace existing forms of communication.

Online content should be accurate, objective, balanced and informative.

We monitor our official social media accounts, Monday to Friday, 9am to 5pm, excluding public holidays.

Complaints

Social media is not the appropriate avenue for raising an official complaint with MPC. Please see our complaints information or contact the Council direct.

Approach to connections on social media

Any shares, follows, or likes are not an endorsement of a service, individual or organisation. We do not take responsibility for any content on pages or profiles we have shared. There is no fixed approach on who we will have in our network.

Moderation

The Parish Council's Clerk will act as the main moderator of Parish Council's social media output and are responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

3. Officers & Staff

Council staff should not:

- Present personal opinions as that of the Parish Council
- Post any paper/information which the Parish council has deemed confidential.
- Present themselves in a way that might cause embarrassment to the Council or bring the Council into disrepute.
- Undermine the council's democratic processes.
- Post politically controversial or potentially inflammatory remarks
- Post any information that may be deemed libellous or that constitutes bullying or harassment
- Post offensive language relating to any protected characteristics under the Equalities Act 2010, including race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Misuse of social media content that is contrary to this and other policies could result in disciplinary action being taken.

4. Members

Members are reminded that anything you post online will likely be visible forever. You should generally not post any comment or opinion online, that you would not say to someone face-to-face.

Councillors may publicly post from a personal account, an individual "councillor page", or a group/page representing a group of councillors. This policy applies to any post/comment made publicly where you are recognisable as a member of MPC.

Councillors are reminded that the member's Code of Conduct applies to online activity in the same way it does to other written or verbal communication. Councillors should not:

- Present personal opinions as that of the Parish Council, unless authorised to
- Post any paper/information which the Parish council has deemed confidential.
- Present themselves in a way that might cause embarrassment to the Council or bring the Council into disrepute.
- Undermine the council's democratic processes.

- Post any information that may be deemed libellous or that constitutes bullying or harassment
- Post offensive language relating to any protected characteristics under the Equalities Act 2010, including race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence

This policy does not remove a councillor's right to personally disagree with a council/committee decision, it is acceptable to constructively say why you disagreed, whilst accepting that the committee's majority decision stands.

When using social media (including email) Parish Councillors should be mindful of the information they post in both a personal and Council capacity and keep the tone of any comments respectful and informative.

Individual Parish Councillors are responsible for what they post in a Council and personal capacity and need to be aware of the general Code of conduct which they are expected to adhere to.

Date approved:

Review Date:

Policy version 2022/11