



Social Media Policy

Friends of X112 seeks to use all relevant, accessible means of communication, including social media.

Friends of X112 policies and social media

Many of Friends of X112's policies and terms and conditions apply to social media and should be read in conjunction with this policy:

- Confidentiality policy
- Conflict of Interest policy
- Computer use, Internet, E-mail policy
- Harassment policy

Responsibilities for input

Social media accounts for Friends of X112 will be set up by [DESIGNATED PERSON]. Other staff/teams who wish to have a Facebook, Twitter or other social media account will seek agreement from [DESIGNATED PERSON]. Upkeep, maintenance and input of profiles and entries will only be carried out by approved members of staff.

Password protection

Gaining access to social media accounts requires the inputting of a correct email address and user password. The password will be changed if there is any reason to believe that someone other than an Friends of X112 staff member knows it.

Privacy protection

Friends of X112 will always consider the privacy of colleagues and others and will never broadcast open details (including photos of individuals)) that may reveal personal information such as home address, date of birth, street name, car number plate or other similar information

On Facebook Friends of X112 will have company/organisation pages, not individual accounts. Lists of people clicking on the 'Likes' button will only be available to Friends of X112.

Monitoring content

Nothing detrimental to Friends of X112 will be posted by staff on Friends of X112 social media sites.

Wall posts and other comments posted by others will be monitored. If posts are deemed unsuitable they will be deleted. Postings from people who frequently post unsuitable comments will be blocked.

Friends of X112 staff will not post comments on other social media sites, without checking content with their line manager or [DESIGNATED PERSON].

Personal social media

On personal social media sites:

- If you mention Friends of X112 or anything connected to it you should identify that you are an employee of Friends of X112 and that the views expressed are yours alone and do not represent the views of the organisation.
- Unless given permission by your line manager, you are not authorised to speak on behalf of Friends of X112, nor to represent that you do so.

- You may not share confidential information about Friends of X112.
- You should exercise good judgement and post nothing detrimental to Friends of X112 on these sites.

Review date: 31/7/2020