

## FACE BOOK POLICY

***To provide information and updates regarding activities and opportunities within Chipperfield Parish and promote positive thoughts and comments from residents within the Parish.***

To ensure that all discussions on the Rossington Parish Council Facebook and Twitter pages are productive, respectful, energised and consistent with the Parish Council's mission and goals, we ask you to follow these guidelines:

1. This policy relates to the creation and management of Facebook and Twitter accounts by Chipperfield Parish Council.
2. The aim of this policy is to set down rules and regulations to ensure proper use of the account.
3. The aim of the project is to use the Facebook account to interact in a stronger way with residents and to use it to advertise events and other projects in the village of Chipperfield and surrounding areas.
4. The site is not monitored 24x7 so a reply to an individual's comments or messages may not always be possible. However, the Parish Council will endeavour to ensure that any emerging themes or helpful suggestions will be passed to the relevant person.
5. Sending a message/post via Facebook or Twitter will not be considered as contacting the Parish Council for official purposes. Instead, please contact the Proper Officer (Clerk) at [parishclerk@chipperfield.org.uk](mailto:parishclerk@chipperfield.org.uk)
6. Be considerate and respectful of others. Vulgarity, threats, or abuse of language will not be tolerated.
7. Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including Chipperfield Parish Council Members or Staff, will not be permitted.
8. Share freely and be generous but be aware of copyright laws; be accurate and give credit where credit is due.
9. Stay on topic.
10. Refrain from using the Facebook page for commercial purposes or to market products.
11. Chipperfield Parish Council is not responsible, liable for and does not endorse the privacy practices of Facebook or any linked websites. Use of Facebook and any linked websites are at your own risk.

## **Management**

12. Chipperfield Parish Council's social media will be created and managed solely by the Proper Officer (Clerk). No council members will have access to the administration of the social media accounts.
13. Only information regarding Chipperfield Parish Council will be entered. Other events taking place in the village may be promoted.
14. All comments, once posted, become the property of Chipperfield Parish Council who can reserve the right to reproduce, distribute, publish, display, or edit. Derivative work can also be created from such postings or content and used for any purpose, in any form and on any other media.
15. No extreme religious or extreme political views will be expressed.
16. 'Friends' will not be allowed to post new topics to the Facebook 'wall'. However, friends will be able to comment on wall topics created by the Parish Council.
17. Posts of the Facebook page will be available for all users of Facebook to see.
18. Chipperfield Parish Council's logo will be the profile picture for everyone to see.
19. Photo Albums will be open for everyone to view.
20. Photographs uploaded will not have direct view of any child's face without the prior consent of their parent/guardian.
21. The accounts will be maintained by the Clerk who will remove messages that include:
  - a. Abusive language content
  - b. Obscene content
  - c. Anything that will cause offence to a specific group of people eg comments on a person's sexuality, sexist comments, racial comments, religion, etc.
  - d. Potentially libelous statements
  - e. Any other comments which cause offence in any way
  - f. Any other comments that are deemed to be an unnecessary criticism
  - g. Plagiarised material: any material in violation of any laws, including copyright.
  - h. Private, personal information published without consent
  - i. Information or links unrelated to the content of the forum
  - j. Commercial promotions or spam

22. If any matters raised are relevant and need to be discussed by the Parish Council, then further information will be sought and brought to the relevant Council meeting /committee.
23. Event dates will be created for any Parish Council event taking place. Other events taking place in the village may also be promoted.
24. The public will be encouraged to be 'friends' of and 'follow' the Parish Council.
25. If 'friends' or 'followers' are repeatedly abusing the Parish Council's account, they will be removed from the friends/followers list and unable to post to the accounts. Non-compliance will not be tolerated and can result in a ban. Instances which would involve removal are listed in (23) above.
26. The account will not be used for playing games, adding applications or anything of a personal nature. Contravention of this rule could result in disciplinary procedures.
27. Private messages will be sent in response to anyone sending an initial private message to the Parish Council accounts. If a 'simple' response does not satisfy the enquiry, then the person will be asked to email the Clerk with the request for comments and the office emails will be provided. Any posts by 'friends'/'followers' raising issues/questions/comments that cannot be answered 'simply' will be dealt with separately via email from the Clerk.
28. Chipperfield Parish Council assumes no responsibility or liability for injury, loss or damage incurred because of any use or reliance upon the information and material contained within or downloaded from these websites.
29. Facebook may occasionally not be available; Chipperfield Parish Council accepts no responsibility for this lack of service.
30. The presence of any advertisement on Facebook is not an endorsement of the authenticity or quality of the goods, service or website and Chipperfield Parish Council will not be held responsible for any claims arising in that aspect.
31. Chipperfield Parish Council will not engage in/with and discourages any posts or comments of a political nature.

## Changes

This policy will be a living document and can be altered by the Clerk if necessary, to allow immediate actions should the unexpected arise. This will be key to overcoming teething problems that have not already been identified. Changes to the policy will be highlighted at the next Parish Council meeting to keep members abreast of the changes for their approval This policy will be kept under review by the Parish Council.