

Stanwick Parish Council

Facebook Policy

1. Introduction

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Council regarding the Parish Council Facebook page and to provide guidelines
- 1.2 This policy forms part of a suite of policies that cover all methods of communications and should be viewed in conjunction with those policies.
- 1.3 Council policies are available to download and view on our website www.stanwickparishcouncil.org.uk

2. Facebook page management

- 2.1 The Clerk has sole access to the Facebook page and is responsible for uploading content or sharing facebook page content from partner agencies.
- 2.2 Third parties are not permitted to post or advertise on Parish Council posts and will be removed.

3. Facebook page content

- 3.1 The Facebook page will be used to share information about parish council activities, council business and events that the council is supporting at the discretion of the Clerk.
- 3.2 Content from other partner agencies, Stanwick based charities or community groups or other external organisations, may be shared or uploaded at the discretion of the Clerk.
- 3.3 Content that is published on a commercial basis will not be permitted on the page.
- 3.4 It is not permitted to advertise or sell items on the page.
- 3.5 It is not permitted to post material of a political nature.
- 3.6 The Clerk may opt to 'turn -off' public comment on certain posts if deemed appropriate.

4. Public comment on face book posts

- 4.1 In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:
- Be considerate and respectful of others. Vulgarly, threats or abuse of language will not be tolerated.
 - Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
 - Share freely and be generous with official Council posts but be aware of copyright laws; be accurate and give credit where credit is due.
 - Stay on topic
- 4.2 We retain the right to remove comments or content that includes:
- Obscene or racist content
 - Personal attacks, insults, or threatening language
 - Potentially libellous statements.
 - Plagiarised material; any material in violation of any laws, including copyright
 - Private, personal information published without consent
 - Information or links unrelated to the content of the forum

- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

4.3 The Council's response to any posts received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that 'A post breaching the Council's Policy has been removed'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

5. Third party Facebook pages

5.1 The Clerk may, at their discretion, post information concerning Stanwick Parish Council business on third party pages, e.g. Stanwick Village Residents Group

6. Councillors and Facebook

6.1 Members of the Parish Council are at liberty to maintain a personal Facebook page and be members of other Facebook groups.

6.2 However, members should be mindful of the parish council's communication policies and the Code of Conduct when posting as a councillor.

6.3 Members should be mindful that members of the public may not distinguish between actions or comment of member as private individuals and actions or comment as a councillor.

6.4 Use a disclaimer. When using social media for personal purposes, members must not imply that they are speaking for the Council. Make it clear that it represents your personal views only

6.5 Stanwick Parish Council is not responsible for any post made by a member or the Clerk on another Facebook page. It is the responsibility of the administrator/owner of that page to take any appropriate action with regard to the post. Where a member of the public wishes to make a complaint about a comment or post on a third party facebook page, complaints regarding councillors should be made in accordance with the Code of Conduct and complaints regarding the Clerk should be made in accordance with Parish Council complaints policy.

7. Contacting the Parish Council

7.1 Sending a message/post via Facebook or another platform will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by email.

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1	17.11.22	22.116	