

## **Landewednack Parish Council**

### **SOCIAL MEDIA POLICY**

- This Policy applies to all Councillors and to all employees of Landewednack Parish Council (LPC).
- Social Media includes all online applications and sites where posting is permitted, for example, Facebook, Twitter, Instagram and the Parish Council website.
- A formal Resolution by LPC is required before any account can be opened for or on behalf of the Parish Council.
- The social media policy applies to all equipment owned by LPC (laptops, mobile phones, tablets and the like)
- It applies at all times when posts are being made in the name of LPC, or by Councillors when acting in their official capacity.
- The Clerk and any other employees will only make official postings under the title of 'Landewednack Parish Council'.
- Councillors posting, commenting or responding on social media on behalf of LPC must adhere to the Code of Conduct at all times.

### **Content**

- All content must be factually accurate at all times.
- Links are only permitted to proven, official sites, including, but not limited to:

Cornwall Council, Devon & Cornwall Police, The NHS, The Government (.gov sites), Local Councillor, Mullion & Constantine Group Practice, RNLI, HM Coastguard, RNAS Culdrose.

- Wherever possible, links are to be directly to the source material, not 'shared' from another user.

### **Passwords**

- Passwords are to be stored securely and only made available to those Councillors or staff who have been given authority to post.

### **Website**

- The Clerk is responsible for updating the Website with legally required documents – for example formal notices of Council meetings and required financial documents, and important updates – for example Covid-19 notices. Policy documents are to be approved by Council where any substantive changes have been made.
- Password protected access may be granted to any Councillors for approved editing purposes. However immediately prior to an election the access must be restricted to The Clerk. This is to ensure that any Councillor who is not re-elected cannot edit the Website. After the election the password is to be changed.

## **Facebook**

- Password protected access may be granted to any Councillors. However immediately prior to an election the access must be restricted to The Clerk. This is to ensure that any Councillor who is not re-elected cannot access the Facebook account. After the election the account password is to be changed.

## **Any other sites**

- LPC does not currently operate any other sites. Should this change, this policy will be updated to reflect this.

## **Personal use of Social Media**

- Employees of LPC are not permitted to use equipment owned by the Parish Council for personal use of social media platforms, other than when access is required in order to update the Parish Council sites.
- Staff and Councillors must not post disparaging or defamatory statements about the Council or its stakeholders; they should make it clear in personal social media postings that they are speaking on their own behalf (unless they are posting as part of their job role); they must not post comments about sensitive community topics, such as planning applications or Confidential Part II Council Meeting matters.
- If they see content on social media that disparages or reflects poorly on the Council they should refer this to the Clerk or Chair of the Council. They must not post anything that could be considered discriminatory against, or bullying or harassment of, an individual.
- Internet searches may be used to perform due diligence on employment candidates.
- Any breaches of the policy may lead to action being taken under the Council's disciplinary policy.

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