

# Addingham Civic Society

## Social Media Policy



### Introduction

This policy has been developed to provide guidance and rules of etiquette for all members to be observed when posting or responding on Addingham Civic Society (ACS) social media sites.

ACS uses several social media sites primarily to convey information to its members. The ACS comprises different groups each functioning with a very specific purpose and as such there are variations regarding how each uses social media and for what purpose. The society, however, is committed to ensuring that content is appropriate, non-discriminatory and inoffensive and takes no political or secular stance, nor does it reflect personal opinion unless this is very clearly stated. In addition, social media is covered by a number of UK laws, but content can be seen worldwide and therefore must be taken into account when posting or reposting content and using third party content.

### Defining Social Media

The Oxford English Dictionary defines Social Media as:

*“Websites and applications which enable users to create and share content or to participate in social networking”.*

### Roles and Responsibilities

Each group functioning as part of ACS, have a responsibility for monitoring their own content and determining which social media sites are pertinent to their aims. The Chair/Lead for each group in discussion with their group members should agree a set of guiding principles which determine who will be responsible for posting and monitoring content, including how often the sites will be monitored.

### Social Media Posting

All those who use any ACS social media sites must adhere to the law and not bring the society's reputation into disrepute. In this respect they must ensure the following:

- **No defamatory comments** about other individuals, organisations or groups.
- **Copyright law** – all images or written content used on an ACS social media site must acknowledge the source/author/resource citation.
- **Confidentiality** – Postings to social media must ensure that the confidentiality of an individual is not breached. In respect of posting information relating to each subgroup of the ACS, they have their own guidance in place agreed with their group members.
- **Discrimination and Harassment** – Postings to social media must ensure that:
  - No comments are made which are offensive or derogatory relating to sex, gender, race, disability, sexual orientation, age, religion or belief.
  - Social media must not be used to bully another individual.
  - Images that are discriminatory or offensive or links to such content must not be posted.
- **Photographs of children** must not be posted onto social media sites without parental permission. Photographs of individuals may be captured at ACS events. If anyone declines to have their photograph taken, this must be respected.

### Members Posts/Responses

All members are welcome and encouraged to respond to posts on any ACS social media sites. However, the rules of etiquette outlined in this policy apply to all members to ensure that content is appropriate, non-discriminatory and inoffensive and takes no political or secular stance.

### Moderation of Posts

The ACS actively encourages diversity of opinion and where appropriate will respond privately to comments and constructive criticism about the work of the society. Posts will not be removed just because they do not agree with something. However, if a post does not adhere to the law, or is offensive, uses profanities, or is derogatory about an individual or the ACS, we reserve the right to remove it. The Chairman of the ACS must be notified of any such posts and/or action taken to remove the post. The Chair/Lead for each group

will determine if further action may be required e.g. blocking the individuals posts and/or reporting to the relevant authorities following discussion with the Chairman of the ACS and Trustees where this is deemed appropriate.

**This policy was adopted at a meeting of the trustees on: 19<sup>th</sup> November 2024.**

**Name: Gill Battarbee**

**Position: Chairman**

**Signed** 

**Date of Review: 2027**