**WOLVISTON PARISH COUNCIL**

**COMMUNICATIONS & SOCIAL MEDIA POLICY**

Ratified at Parish Council Annual Meeting on Tuesday 09th May 2023

The use of digital and social media and electronic communication enables the Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses, and agencies it works with and serves.

The Council has a website and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

**Communications from the Council** will meet the following criteria:

* Be civil, tasteful, and relevant;
* Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented, or racially offensive;
* Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
* Not contain any personal information.
* If it is official Council business, it will be moderated by either the Chair/Vice Chair of the Council or the Parish Clerk.
* Social media will not be used for the dissemination of any political advertising.
* 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. Vulgarity, 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 Councillors 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.
* Refrain from using the Council’s Facebook page for commercial purposes or to advertise, market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Please make direct contact with the Council’s Parish Clerk by emailing clerkwolvistonparishcouncil@gmail.com

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.

The Council’s response to any communication 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. 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.

**Parish Council Website**

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group’s activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council’s ‘rules and expectation’ for the web site.

The Council reserves the right to remove any or all of a local group’s information from the web site if it feels that the content does not meet the Council’s ‘rules and expectation’ for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

**Parish Council email**

The Parish Clerk to the council has her own council email address clerkwolvistonparishcouncil@gmail.com She works 10 hours per week and the email account is monitored during her working hours. We aim to reply to all questions sent as soon as we can. An ‘out of office’ message should be used when appropriate.

The Parish Clerk is responsible for dealing with emails received and passing on any relevant mail to Councillors, or external agencies, for information and/or action. All communications on behalf of the Council will usually come from the Parish Clerk.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copied in to the Parish Clerk. NB any emails copied to the Parish Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

**SMS (texting)**

Councillors and the Parish Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

**Video Conferencing e.g. Zoom**

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

**Internal communication and access to information within the Council.**

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council’s Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Councillors should also be careful when emailing to multiple recipients, unless emailing internally, you’ll need to use the BCC function. This means that any given recipient will only see their own email address, the sender’s email address, and any recipients in the carbon copy (CC) section. All other recipients are anonymised. Failure to do this means that the name and email address are shared with other recipients without their prior consent. This is a breach of the General Data Protection Regulations.