



# Social Media and Electronic Communication Policy

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| <b>Adopted Date</b>     | Undated    |
| <b>Review Period</b>    | Annually   |
| <b>Last Review Date</b> | March 2021 |
| <b>Next Review Date</b> | March 2023 |

## **SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY**

The use of digital and social media and electronic communication enables Faversham Town 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 Coronavirus Act 2020 Section 78, para (2) allowed for meetings to take place using electronic means up to 7<sup>th</sup> May 2021, during that period the Town Council used Microsoft Teams and Zoom to facilitate meetings, the recordings of which were uploaded to You Tube.

The Council has a website, Facebook pages, Twitter, Instagram, You Tube and Nextdoor accounts and uses email to communicate, often via Mail Chimp. 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.

The Council Facebook pages and Twitter account intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

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 the Town Clerk;
- Social media will not be used for the dissemination of any political advertising.

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. 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 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.

- Refrain from using the Council's Facebook page or Twitter site 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 or comments 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.

Sending a message/post via Facebook or Twitter 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 Town Clerk and/or members of the council by emailing.

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. 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 Social Media 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.

### **Faversham Town Council Website**

The Town Council website was upgraded in 2020 to be WCAG2.1AA compliant. 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.

Since faversham.org website was closed local groups are now able to have their contact details on the Town Council website. The local group would be responsible for ensuring the details are correct and up to date.

### **Town Council Email**

All staff members have their own council email addresses. The email accounts are monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council are to come from the Clerk, or otherwise will always be copied to the Clerk.

Individual Councillors are given an official Town Council email address and are at liberty to communicate directly with the electorate in relation to their own personal views, if appropriate, copy to the Clerk. All emails sent via official email addresses, or sent from personal email addresses referring to council business 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/WhatsApp**

Members, the Town Clerk, staff, and Committee Members may use SMS or WhatsApp as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

### **Video Conferencing (Zoom, Teams, Skype, GoToMeeting)**

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 GDPR 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).

Members should also be careful only to cc essential recipients on emails ie to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

This policy should be reviewed bi-annually or earlier if appropriate.