



POLICY FOR USE OF SOCIAL MEDIA

1 Purpose

- 1.1 The Westfield Parish Council Social Media pages¹ intend to:
- 1.2 Provide information and updates regarding activities and opportunities within the Parish of Westfield and promote positive thoughts and comments from residents within the parish.

2. Guidelines for use

- 2.1 Posts will be made by Parish Council officers only.
- 2.2 In order to ensure that all discussions on the Westfield Parish Council pages are productive, respectful, energised and consistent with the Council's mission and goals, we ask all users to follow these guidelines:
 - To be considerate and respectful of others – vulgarity, threats or abusive and discriminatory language will not be tolerated.
 - differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including Westfield Parish Council members or staff, will not be permitted
 - Extreme religious propaganda will not be permitted.
 - share freely and be generous, but be aware of copyright laws; be accurate and give credit where credit is due;
 - stay on topic
 - refrain from using social media pages for commercial purposes or to market products.
- 2.3 The sites are not monitored continuously and we will not always be able to reply immediately to messages or comments received. Responses will be sent during office hours only. We will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people. However, long threads which are no longer relevant will be deleted after three days.
- 2.4 Sending a message / post via social media 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 this channel. If an enquiry is urgent and/or very important, please see our contact details on the website - www.westfieldparishcouncil.co.uk/
Please do not include personal / private information in your social media posts / messages to us.

¹ www.facebook.com/westfieldparishcouncil
www.facebook.com/westfieldneighbourhoodplan
[@westfield_pc](https://www.instagram.com/westfield_pc) Instagram - [westfield parish council](https://www.instagram.com/westfield_parish_council)



- 2.5 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
- 2.6 Non-compliance will not be tolerated and can result in a ban**
- 2.7 Westfield Parish Council is not responsible for the accuracy of content posted by any subscriber in any forum; opinions expressed in comments on Westfield Parish Council's social media pages do not necessarily represent those of Westfield Parish Council.
- 2.8 All comments, once posted, become the property of Westfield Parish Council and we reserve the right to reproduce, distribute, publish, display or edit. Derivative work can also be created from such postings or content, and used for any purpose, in any form and on any other media.
- 2.9 Westfield Parish Council is not responsible for, or liable for and does not endorse the privacy practices of any social media or linked services. Your use of social media and any linked websites is at your own risk.
- 2.10 Westfield Parish Council assumes no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within or downloaded from these websites.
- 2.11 Social media sites may occasionally be unavailable and we accept no responsibility for this lack of service.
- 2.12 The presence of any advertisement on social media pages is not an endorsement of the authenticity or quality of the goods, services or website and Westfield Parish Council will not be held responsible for any claims arising in that respect.
- 2.13 We will not engage in / with, and we discourage, posts or comments on, issues of a political nature.
- 2.14 Comments must not advertise commercial products or services.
- 2.15 This comment policy may be revised at any time.
- 2.16 By choosing to comment and / or use any Westfield Parish Council social media site, users are deemed to agree to this policy.

WESTFIELD PARISH COUNCIL



Review History	To be reviewed annually
Considered by E&D Committee – one addition	12 th June 2017
To Council – advice from ALCA requested	3 rd July 2017
Considered by E&D Committee – advice from ALCA accepted	13 th September 2017
To Council	2 nd October 2017
Agreed by Parish Council	3 rd June 2019
Agreed by Parish Council	4 th May 2021
Agreed by Parish Council	3 rd May 2022
Agreed by Parish Council	15 th May 2023
Agreed by Parish Council	7 th May 2024
Date of next review	May 2025