

Social media policy

1 Introduction: Canalside Radio recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, Bebo, LinkedIn, Twitter, and all other internet postings including blogs and wikis. It is also a valuable educational and research tool.

2 Purpose: This policy applies to the use of social media for Canalside Radio and your own personal purposes. Its purpose is to help staff and volunteers avoid the potential pitfalls of sharing information on such social media sites.

3 IT facilities: The policy applies regardless of whether the social media is accessed using Canalside Radio's IT facilities and equipment or your personal equipment.

4 Personal use: Canalside Radio permits the incidental use of the internet and social media so long as it is kept to a minimum. Use must not interfere with your work commitments (or those of others). Personal use is a privilege and not a right.

5 Guiding principles: Staff and volunteers are required to behave responsibly at all times and adhere to the following principles:

5.1 You must be mindful of how you present yourself and Canalside Radio on such media. The personal life of an employee or volunteers at Canalside Radio has professional consequences and this must be considered at all times when sharing personal information.

5.2 You should always represent your own views and must not allude to other people's personal views in your internet posts.

5.3 When writing an internet post, you should consider whether the contents would be more appropriate in a private message. While you may have strict privacy controls in place, information could still be shared by others. It is always sensible to consider that any information posted may not remain private.

5.4 You should protect your privacy and that of others by omitting personal information from internet posts such as names, e-mail addresses, home or work addresses, phone numbers or other personal information.

5.5 You should familiarise yourself with the privacy settings of any social media you use and ensure that public access is restricted. If you are not clear about how to restrict access, you should regard all your information as publicly available and behave accordingly.

5.6 You must not post anything that may offend, insult or humiliate others, particularly on the basis of their sex, age, race, colour, national origin, religion, or belief, sexual orientation, disability, marital status, pregnancy or maternity.

5.7 You must not post anything that could be interpreted as threatening, intimidating or abusive. Offensive posts or messages may be construed as cyber-bullying.

5.8 You must not post disparaging or derogatory remarks about Canalside Radio, employees, volunteers, supporters or its Directors.

5.9 You must not use social media in a way which could constitute a breach of any of Canalside Radio's policies.

6 Removing postings: You may be required to remove internet postings which are deemed to constitute a breach of this policy. If you fail to remove postings, this could result in disciplinary action.

7 Breach: A breach of this policy may be treated as misconduct and could result in disciplinary action including in serious cases, dismissal.

8 Monitoring: Canalside Radio regularly monitors the use of the internet, social media and e-mail systems to check that the use is in accordance with this policy. If it is discovered that any of the systems are being

abused and / or that the terms of this policy are being infringed, disciplinary action may be taken which could result in your dismissal.