

# WICKEN PARISH COUNCIL

# FACEBOOK USERS POLICY

**TO BE REVIEWED EVERY THREE YEARS**

| <b>DOCUMENT HISTORY</b> |  |
|-------------------------|--|
| Agreed                  | March 2020 Written and agreed by Chair, Vice Chair and Clerk for emergency use of Facebook due to COVID-19 |
| Reviewed and agreed     | 12 January 2021  |
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# WICKEN PARISH COUNCIL

## Facebook Users Policy

### Policy concerning Wicken Parish Council Facebook page users

1. Wicken Parish Council has set up a Facebook page and this, and any others which may be set up in the future, are covered by this policy.
2. The Wicken Parish Council Facebook page aims to provide information regarding activities, Parish Council or other meetings, opportunities and other relevant material (for example, but not limited to, weather warnings, local police appeals and/or other government material) and to encourage positive thoughts and comments from, in particular, Wicken, Upware and Padney Parish residents.
3. Please note that sending a message, comment or otherwise publishing on the Wicken Parish Council Facebook pages will not be considered as contacting Wicken Parish Council and such comments, posts or similar will not form part of any formal consultation nor will such comments, posts or similar necessarily result in a reply from Wicken Parish Council.
4. If you require a reply or acknowledgement or wish to form part of any formal consultation please visit the Wicken Parish Council website and follow the advice set out on our website regarding the ways to contact us (normally by email or letter).
5. In order to ensure that discussions on the Wicken Parish Council Facebook page are respectful, productive and compliant with the Parish Council's policies and procedures, we ask that all users follow these guidelines.
6. For each posting, comment or other published item please:
  - Be considerate and respectful of others. Threats, abuse, offensive or vulgar language will not be tolerated.
  - Wicken Parish Council want to promote discussion, and differing views and opinions are welcome, however these should be expressed in line with the above and should not include any personal attack on individuals or other bodies including (but not limited to) those employed by, or working for, Wicken Parish Council, or its Councillors.

- Share your views and thoughts but do be aware of copyright issues. Be accurate regarding the information you share.
  - Do not use the Wicken Parish Council Facebook page to promote or market commercial products or services or promote businesses or other such commercial activities.
7. Please be aware that this site is not monitored 24/7. Our staff make regular checks on the Facebook site and Wicken Parish Council reserves the right to remove any posting, comment or other material which is in breach of the guidelines above and/or which is considered to contain words, images or phrases which (and this list is not exhaustive) :
    - Are, or may be, obscene;
    - Are, or may be, racist;
    - Are, or may be, commercial in nature or spam;
    - Are, or may be, irrelevant to Wicken Parish Council Facebook page and/or the issue being discussed;
    - Are, or may be, in a language other than English (as we are unable to monitor written postings in other languages);
    - Include personal attacks, insults or threatening language;
    - Include language which could be defamatory;
    - Include personal information where the same is posted or published without the owner's consent;
    - Include material in breach of copyright or which violates other laws.
  8. Please do not include personal or private information in any posting on Wicken Parish Council Facebook pages.
  9. Wicken Parish Council is not responsible for the accuracy of material posted on the Wicken Parish Council Facebook page and Wicken Parish Council will not be held liable for any loss or damage howsoever occurred because of information and material on the Wicken Parish Council Facebook page. Opinions express in posts, comments or otherwise do not necessarily represent those of Wicken Parish Council.
  10. Wicken Parish Council can accept no responsibility for the use of Facebook and any use of it is at your own risk.
  11. Material, once posted on the Wicken Parish Council Facebook page becomes the property of Wicken Parish Council. Wicken Parish Council reserves the right to, amongst other things, publish, display, edit or otherwise deal with the material posted on the Wicken Parish Council Facebook page and to use it in any form, for any reasonable purpose and/or in or on other media/formats.
  12. By choosing to comment and/or use Wicken Parish Council Facebook page, users are deemed to agree to all of these policies above.