



Social Media Policy

1 Introduction

1.1 Social media is the term for internet-based tools used for publishing, sharing and discussing information. This includes blogs and social media sites such as Facebook, X (formerly Twitter), YouTube, Instagram, TikTok, WhatsApp etc.

1.2 There has been growth in the use of these tools in recent years. They have many positive benefits and are a great way of keeping in touch with people. However, there are also risks associated with using these tools.

1.3 Comments posted on these sites can be seen by a number of people and in some circumstances can be damaging to the reputation of Danesborough Chorus, its members and trustees. This policy serves to remind members and trustees that they have a duty not to bring the organisation into disrepute. Any social media posting should be carefully considered before posting.

1.4 We should all be mindful that inappropriate posting on social media may also result in claims of bullying or harassment or break rules of data protection and confidentiality.

2 Scope

This policy covers Danesborough Chorus, its members and trustees and is designed to help minimise the risks associated with the use of social media.

3 General principles and risks

Danesborough Chorus recognises that members use and enjoy social media in a private capacity and in a responsible manner. Danesborough Chorus is not trying to interfere with this. However, the use of these media can have a potential impact on the public perception of Danesborough Chorus. The purpose of this policy is to minimise this risk. Danesborough Chorus would view the following behaviours as having a potential impact on the reputation and credibility of the organisation.

- Defamatory comments - anything against the organisation that serves to undermine the reputation of the organisation in the eyes of society. Photographs or cartoons are also capable of being defamatory if they falsely reference the organisation in a way which may bring discredit.
- Libellous comments – anything in permanent (i.e. written) form that clearly identifies the organisation (directly or by inference), and where the meaning of the statement is such that, in their natural and ordinary sense, the words are capable of damaging the organisation's reputation.
- Breaching confidentiality – disclosure of confidential information about the organisation, its volunteers, supporters or fellow members may amount to a breach of confidence. Publication of private personal information is prohibited.

- Derogatory comments – may not be unlawful or untrue but nonetheless have the possibility of bringing the organisation into disrepute.
- Breaching Privacy – where, for example, a member posts a personal comment about a fellow member on a social networking site without permission.
- Cyber Bullying – when a person or group uses the internet, a mobile phone or other digital technology to threaten, tease or abuse someone.

4 Specific policies and procedures

4.1 Danesborough Chorus supports the use of social media to celebrate success. However, members must not use social media to make critical, unfounded, derogatory or misrepresented comments about Danesborough Chorus, its members, volunteers, supporters or trustees. Each member has a duty not to bring the organisation into disrepute and careful consideration of content should be given when posting on social media.

4.2 Only members who have been given direct permission by the trustees may speak to the media or use Danesborough Chorus social media on behalf of the organisation. All members have a duty not to bring the organisation into disrepute. The use of social networking or media sites to comment about or post member or trustee information is unacceptable and potentially illegal. The use of confidential or copyrighted material may also have legal consequences.

4.3 Being linked to fellow members as 'friends' is of course acceptable. However, it is inappropriate to make any comment to or about a member (or members), which could be considered as a form of bullying, harassment or discrimination of any kind. This applies to any comment posted, even if it does not mention Danesborough Chorus.

4.4 The use of any recording device including cameras, videos, mobile phones and iPads is forbidden unless specific permission has been granted in advance and then only for an agreed purpose. Any information published on social networking sites is considered to be in the public domain.

4.5 Remember that anything the member posts to external sites will be published worldwide immediately and is permanently available and could be republished in other media.

4.6 Members must recognise that electronic communication must be treated the same as any other means of written communication, and they are responsible for its content.

4.7 Failure to observe the requirements of this policy will result in the instigation of an investigation in line with the relevant policy. If an investigation finds that postings fall within any of the unacceptable behaviours detailed above, the organisation will request that the comments be removed or retracted and the member will be subject to action that may include dismissal from Danesborough Chorus.

5 Roles and responsibilities

It is the responsibility of the members to conform to this policy and address with the trustees any concerns or questions with regard to its application.

It is the responsibility of the Danesborough Chorus Committee and its trustees to ensure members are aware of the policy and to address any issues that may arise with the use of any form of social media. The trustees should follow the Complaints Policy and Procedure should any breach of this Social Media policy occur.

6 Policy review

This policy will be reviewed every two years by Danesborough Chorus Committee. Members of Danesborough Chorus will be informed of any changes to the policy and invited to comment.

Date: September 2024

Reviewed and no changes made: September 2026

Review date: September 2028