

SOCIAL MEDIA POLICY

This policy applies to all forms of multi-media, social networking, blogs and wikis for both professional and non-professional use.

- Any postings made by paid staff should not disclose any information that is confidential or proprietary to the company or any third party that has disclosed information to the company.
- If a member of paid staff comments on any aspect of the company's business, they must clearly identify themselves as a member of paid staff and include a disclaimer stating that the views expressed are theirs alone and do not necessarily reflect the views of Plymouth Dance.
- Internet postings should not include Plymouth Dance logos unless permission is asked for and granted by the Coordinating Producer.
- Any Internet postings must respect copyright, privacy, Fair Use, financial disclosure and child protection.
- Paid staff should neither claim nor imply that they are speaking on the company's behalf.
- Any company blogs, Facebook pages, twitter accounts, etc., require approval from the Coordinating Producer before the company is posted about.
- Plymouth Dance reserves the right to request that certain subjects are avoided, certain posts are withdrawn, and the removal of inappropriate comments.
- Personal friend request on Facebook from clients to paid staff should be avoided. If that client is under 18 or is considered a vulnerable adult, then the request must not be accepted.
- Photographs or videos of members of the public in a closed workshop and/or public event must not be shared on the Internet by paid staff without prior approval from Plymouth Dance and members of the public present in the photograph/video via the Plymouth Dance media consent form.
- The Coordinating Producer is responsible for managing the Plymouth Dance Twitter account, the Plymouth Dance Project Coordinator is responsible for managing Facebook, and both manage Mailchimp. Passwords for Twitter and Facebook accounts are only known by the Chair, Coordinating Producer and Plymouth Dance Project Coordinator.
- This policy applies to directors, staff, and volunteers employed by or working for Plymouth Dance CIC. Aspects of this policy also apply to consultants engaged by Plymouth Dance CIC and to those organisations with whom we work in partnership through our services. In addition we expect that consultants, partners and other organisations will have their own policies and procedures that reflect similar principles to our own.

Date of adoption: 20th October 2018 **Review date:** 20th October 2019

Signed:

Print name: