

KINGSTON SEYMOUR PARISH COUNCIL

Kingston Seymour Parish Council

Clerk, 63 Denny View, Portishead, BS20 8BT

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Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, participates in Village Facebook and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Council's entries on Facebook are intended to provide information and updates regarding activities and opportunities within our Parish and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright
- Not contain any personal information
- If it is official Council business, it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council
- Social media will not be used for the dissemination of any political advertising

Kingston Seymour Parish Council Website (www.kingstonseymour.org.uk)

Where necessary, we may direct those contacting us by any means, to our website to see the required information, or we may forward their question to one of our Councillors for

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consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to present information about the group's activities on the website. The local group would be responsible for providing the content and ensuring that it meets the Council's criteria as stated above. The Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet these criteria. Where content on the website is provided by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Parish Council email

The Clerk to the council monitors the council email address (kingstonseymourpc@gmail.com). The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views and if appropriate, copy to the Clerk. NB: any emails copied to the Clerk become official and will be subject to The Freedom of Information Act. These procedures will ensure that a complete and proper record of all correspondence is kept.

The Clerk and Councillors will not forward personal information on to other people or groups outside of the Council - this includes names, addresses, email, IP addresses and cookie identifiers.

Facebook – Kingston Seymour Village News

The Kingston Seymour Village News Facebook site is not owned or supervised by the Council and is not monitored 24/7 by Councillors or the Clerk. We will not always be able to reply individually to all messages or comments made. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts concerning the Parish Council.

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for

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information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing them.

SMS (texting).

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype.

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council.

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Adopted by Kingston Seymour Parish Council at its meeting on Thursday 11th March 2021.

S C Dixon

Clerk & Responsible Financial Officer