



## Social Media Policy

Leeds West Indian Carnival seeks to use all relevant, accessible means of communication, including social media.

### **Leeds West Indian Carnival policies and social media**

Many of Leeds West Indian Carnival's policies and terms and conditions apply to social media and should be read in conjunction with this policy:

- Information Technology policy
- Bullying and Harassment policy

### **Responsibilities for input**

Social media accounts for Leeds West Indian Carnival will be set up by Mahalia France-Mir. Others who wish to have a Facebook, Twitter or other social media account relating to Leeds West Indian Carnival will seek agreement from Mahalia France-Mir. Upkeep, maintenance and input of profiles and entries will only be carried out by authorised persons.

### **Password protection**

Gaining access to social media accounts requires the inputting of a correct email address and user password. The password will be changed if there is any reason to believe that someone other than Mahalia France-Mir or any other authorised person.

### **Privacy protection**

Leeds West Indian Carnival will always consider the privacy of colleagues and others and will never broadcast open details (including photos of individuals) that may reveal personal information such as home address, date of birth, street name, car number plate or other similar information.

On Facebook Leeds West Indian Carnival will have an organisation page and not individual accounts. Lists of people clicking on the 'Likes' button will only be available to Leeds West Indian Carnival.

### **Monitoring content**

Nothing detrimental to Leeds West Indian Carnival will be posted on Leeds West Indian Carnival social media sites. Wall posts and other comments posted by others will be monitored. If posts are deemed unsuitable they will be deleted. Postings from people who frequently post unsuitable comments will be blocked.

Comments on other social media sites will not be posted without checking content with Mahalia France-Mir.

### **Personal social media**

On personal social media sites:

- If you mention Leeds West Indian Carnival or anything connected to it you should identify that you are an employee/volunteer of Leeds West Indian Carnival and that the views expressed are yours alone and do not represent the views of the organisation.



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- Unless given express authorisation, you are not authorised to speak on behalf of Leeds West Indian Carnival, nor to represent that you do so.
- You may not share confidential information about Leeds West Indian Carnival.
- You should exercise good judgement and post nothing detrimental to Leeds West Indian Carnival on these sites.

Date	Dec 2020
Originator	Stuart Bailey
Approved by	NC
Reviewed/Revised	
Date:	Dec 2021-SB
Date:	
Date:	