



Cropwell Bishop Parish Council

Adopted May 2024

Minute Reference: M29
Next Review Date May 2025

- PURPOSE:** To provide guidance on appropriate use of Facebook for sharing information by the Parish Council
- SCOPE:** Guidance for Parish Councilors and members of the public for appropriate use of Facebook.
- ADMIN:** All administrators on the Facebook page must have two factor authentication for security of the site.
There must be no less than 2 administrators to run the site at any one time.
Current Administrator for the site are: **Janice Towndrow Parish Clerk/RFO & Cllr. Allison.** Both administrators agree to transfer rights if they leave the Parish Council.

The Cropwell Bishop Parish Council Facebook pages intends to:

Provide information and updates regarding activities and opportunities within Cropwell Bishop Parish and promote positive thoughts and comments from residents within the parish.

To ensure that all discussions on the Cropwell Bishop Parish Council page are productive, respectful, energized and consistent with the Councils mission and goals, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats, or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including Melbourn Parish Council members or staff, will not be permitted.
- Share freely and be generous but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Facebook page for commercial purposes or to market products.

The sites are not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavor to ensure that any emerging themes or helpful suggestions are passed to the relevant people.

Sending a message/post via Facebook will not be considered as contacting the Parish Council for official purposes and we will not be obliged to monitor or respond to requests for information through the Facebook channel. Instead, please contact us via email clerk@cropwellbishop-pc.gov.uk or telephone 0115 9894656. Please do not include personal/private information in your Facebook posts/messages to us.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized material; any material in violation of any laws, including copyright, private, personal information published without consent.
- Information or links unrelated to the content of the forum
- Commercial promotions or spam

Non-compliance will not be tolerated and can result in a ban from the page.

Cropwell Bishop Parish Council are not responsible for the accuracy of content posted by any subscriber in any forum; opinions expressed in comments on Cropwell Bishop Parish Councils social media forums do not necessarily represent those of Cropwell Bishop Parish Council.

All comments, once posted, become the property of Cropwell Bishop Parish Council and we reserve the right to reproduce, distribute, publish, display, or edit. Derivative work can also be created from such postings or content, and used for any purpose, in any form and on any other media.

Cropwell Bishop Parish Council are not responsible, liable for and do not endorse the privacy practices of Facebook or any linked websites. Your use of Facebook and any linked websites is at your own risk.

Cropwell Bishop Parish Council assumes no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within or downloaded from these websites.

Facebook may occasionally be unavailable, and we accept no responsibility for this lack of service.

The presence of any advertisement on Facebook is not an endorsement of the authenticity or quality of the goods, services or website and Cropwell B Parish Council will not be held responsible for any claims arising in that respect.

We will not engage in/with, and we discourage posts or comments on, issues of a political nature.

Comments should not advertise commercial products or services.

This comment policy may be removed at any time. By choosing to comment and/or utilise any Cropwell Bishop Parish Council Social Media site, users are deemed to agree to this policy.