

## Social media policy

### 1. Purpose of the policy

This policy sets out Oakley Community Association's (OCA) expectations of trustees when using social media.

### 2. Scope of the policy

This policy applies to all trustees.

### 3. Roles and responsibilities

- The Chair has overall responsibility for this policy
- Trustees are responsible for applying this policy consistently
- The Committee is responsible for reviewing this policy every three years or where there has been significant changes

### 4. Definition of social media

Social media is defined as websites or applications that allow the sharing of ideas, thoughts and information through virtual networks and communities. For example Facebook, including Facebook Messenger, Instagram, Twitter, TikTok, YouTube, WhatsApp, LinkedIn. This list is not exhaustive.

### 5. Use of social media

All trustees are permitted to represent OCA on social media, although in practice the majority of social media is managed by Tiffany Wise. When representing OCA on social media you must follow this policy.

### 6. Responsible use of social media

When using social media you must:

- act professionally at all times
- sign post users complaining about OCA to our complaints policy
- not harass, bully, victimise or discriminate against any person
- not breach any legislation. For example, the Equality Act 2010 and the Data Protection Act 2018
- not damage the charity's reputation

If you disclose that you are a trustee of OCA on your personal social media accounts, you must make it clear that your postings are reflective of your own views and do not represent those of OCA.

**The Policy will be reviewed at least every four years or earlier should legislation or practice require. Approved by trustees on 25 January 2024.**