



SOCIAL MEDIA POLICY

The Social Media Policy was reviewed and approved by the Council at its meeting held on 23rd October 2025. The policy will be reviewed biennially.

	Date	Minute Reference
Adopted	24/01/2019	
Reviewed & amended	27/07/2023	23/107
Reviewed & amended	23/10/2025	25/215 c)
Next Review	October 2027	

SOCIAL MEDIA POLICY

1. Objective – To improve and encourage communication by:

- 1.1 Enabling Nazeing Parish Council to share relevant information with the Nazeing community.
- 1.2 Improving public access to Nazeing Parish Council information.
- 1.3 Facilitating promotion of Nazeing community groups to encourage membership and attendance of future events.

2. General

- 2.1 This policy is intended to relate to all social media platforms.
- 2.2 The Nazeing Parish Council ***Social Media Policy*** will be reviewed biennially.
- 2.3 All Nazeing Parish Council social media accounts will have designated administrators (Admin). Posts made on any “Nazeing Parish Council” social media feed by designated Admin users will appear as being made by “Nazeing Parish Council”.
- 2.4 Posts and comments must not include:
 - Obscene or racist content
 - Political or religious views
 - Personal attacks, insults, or threatening language
 - Potentially libellous statements.
 - Plagiarised material; any material in violation of any laws, including copyright
 - Private or personal information published without consent.
- 2.5 When appropriate, it must be made clear that Councillor’s comments/views, when expressed via a social media platform are not necessarily the official view of Nazeing Parish Council. Including when a decision may be awaited from the council e.g. if a decision by a committee is pending. Any vested interest held by Councillors, pecuniary or non-pecuniary, should be made clear at the outset of any comments or discussions.
- 2.6 Councillor’s comments on any platform should not say anything that is dishonest, untrue, or misleading and they should be factually correct.
- 2.7 Confidential information must not be shared. This includes things such as unpublished Council business, certain financial information for example quotations and tender costs, etc. Respect and consideration of confidentiality and data protection must be upheld at all times.
- 2.8 Messages/comments sent from the public via social media will not be considered as contacting the Council for official purposes. Nazeing Parish Council will not be obliged to monitor or respond to requests for information through the Facebook page. Instead, direct contact must be made with the Parish Clerks and/or members of the council in writing or by email.
- 2.9 Nazeing Parish Council reserve the right to remove any comment without prior notification should it be found in breach of the Nazeing Parish Council Social Media Policy.

3. Procedures

- 3.1 The Nazeing Parish Council social media accounts will have a **minimum** of three “Admin” role holders at any one time, consisting of a minimum of one serving Councillor, the Clerk and Assistant Parish Clerk. They will have joint overall responsibility for the Page.
- 3.2 The Assistant Parish Clerk will maintain a record of the current Admin role holders.
- 3.3 Facebook requires that the page is connected to a personal Facebook account. Therefore, the required password for the page will also be connected to that personal account. The password will be shared with the Admin role holders to enable day-to-day administration of the page.
- 3.4 Should the holder of that personal account and password either rescind their role as Admin or leave Nazeing Parish Council, the Page will need to be connected to another Admin role holder’s personal account and their password. The new password will then need to be shared with the other Admin role holders – as per 3.2.
- 3.5 The password is strictly confidential and should not be shared beyond current Admin role holders. The password must not be changed by anyone other than the personal account holder.
- 3.6 Dates for Full Council Meetings and other Nazeing events will be entered as events on the Facebook page. This will enable members of the community to indicate if they wish to attend the meetings and to share the information regarding the event.
- 3.7 Other relevant news and announcements (with pictures) will be uploaded within 24 hours to keep the community updated on relevant information.

End of policy.