

UK Council for Electronic Business trading as Team Defence Information

Social Media Policy

UK Council for Electronic Business trading as Team Defence Information seeks to use all relevant, accessible means of communication, including social media.

The UK Council for Electronic Business trading as Team Defence Information's Confidentiality policy and terms and conditions apply to social media and should be read in conjunction with this policy.

Responsibilities for input

Social media accounts for UK Council for Electronic Business trading as Team Defence Information will be set up by a member of the Task Force. Upkeep, maintenance and input of profiles and entries will only be carried out by approved members of staff.

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 an UK Council for Electronic Business trading as Team Defence Information staff member knows it.

Privacy protection

UK Council for Electronic Business trading as Team Defence Information 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

UK Council for Electronic Business trading as Team Defence Information do not have or intend to have a FaceBook social media account.

Monitoring content

Nothing detrimental to UK Council for Electronic Business trading as Team Defence Information will be posted by staff on UK Council for Electronic Business trading as Team Defence Information 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.

UK Council for Electronic Business trading as Team Defence Information staff will not post comments on other social media sites, without checking content with the Task Force Lead.

Personal social media

On personal social media sites:

- If you mention UK Council for Electronic Business trading as Team Defence Information or anything connected to it you should identify that you are an employee of UK Council for Electronic Business trading as Team Defence Information and that the views expressed are yours alone and do not represent the views of the organisation.
- Unless given permission by your Task Force Lead you are not authorised to speak on behalf of UK Council for Electronic Business trading as Team Defence Information, nor to represent that you do so.
- You may not share confidential information about UK Council for Electronic Business trading as Team Defence Information.
- You should exercise good judgement and post nothing detrimental to UK Council for Electronic Business trading as Team Defence Information on these sites.

Review date: 30 September 2021

Review date: 30 September 2022

Review date: 30 September 2023

Review date: 30 September 2024

Review date: 30 July 2025

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