



Melton Mowbray Baptist Church

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SOCIAL MEDIA POLICY

Version 1

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Leadership Approved	Leaders Meeting:
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Melton Mowbray Baptist Church is committed to providing a safe social media experience within our church based on law and respect.

This policy explains our responsibilities and how we will meet them.

This policy needs to be read in conjunction with other key policies such as:

- The MMBC Internet Usage Policy
- The MMBC IT Policy
- The MMBC Social Media Policy
- The MMBC Safeguarding Policy
- The ICO Cloud Computing Guidance
- The ICO Data Sharing Code of Practice
- The ICO Privacy Impact Assessment Code of Practice
- The BUGB Data Protection Leaflet (revised 2017).

Throughout this policy, Melton Mowbray Baptist Church is referred to as MMBC and Trustees refers to currently appointed and serving Leaders.

Terms	Definition
SHALL / SHOULD / SHOULD NOT	This term is used to state a Recommended requirement of this policy
MAY / MAY NOT	This term is used to state an Optional requirement

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Section A – What This Policy Is For

1. Policy Statement

MMBC is committed to ensuring that all who use the church social media accounts are fully aware of the boundaries of its use with respect to church activities and take all possible measures to follow this policy. We regret we are unable to guarantee access.

This policy applies to all users of our social media accounts at MMBC and advises them what they can and cannot do. Unauthorised access is prohibited.

It applies to any user of our social media accounts.

2. Why This Policy is Important

- 2.1 MMBC have a legal responsibility for safeguarding towards various under 18 groups and adults at risk groups plus there is a responsibility to follow accepted internet etiquette and to fulfil other legal obligations such as harassment, threatening behaviour etc.
- 2.2 This policy sets out the measures we are committed to taking as an organisation and, what each user must do to ensure MMBC provides a safe social media experience.

3. How This Policy Applies To You And What You Need To Know

- 2.3 This policy applies to any employee, trustee, member, volunteer, hirer, contractor or any other legitimate user of MMBC's social media accounts.
- 2.4 A legitimate user is defined as having signed to show agreement to this policy and in using our social media accounts.
- 2.5 Users are reminded that their use of the internet will be directly traceable to their internet IP address.
- 3.4 No technical support can be offered to individual or groups who are unable to gain access to our social media accounts. Report issues to a Leader or your MMBC contact person.

Section B – Our Responsibilities

4. Blocking

- 1.1 MMBC **shall** reserve the right to block access to any social media accounts as it deems inappropriate, however, it cannot guarantee that all inappropriate content will be blocked.

5. Systems And Data Security

- 1.2 We **shall** undertake reasonable steps to ensure our social media accounts are secure from unauthorised users, however, no absolute guarantee can be given.

- 1.3 The MMBC router has an active fire wall provided by our ISP and the default password to access router settings has been changed. Access to our social media accounts whilst on our premises should, therefore, be reasonably safe but no absolute guarantees can be given.

6. Monitoring and Compliance

- 1.4 MMBC **shall** reserve the right to protect its social media accounts by monitoring posts and reacting appropriately. This will be by authorised representatives of MMBC only.
- 1.5 Since November 2016 the Investigatory Powers Act, which is UK law, means ISP providers log 12 months internet access and phone records for all users. Records are kept of sites visited, IP addresses used, dates, and the volume of data used for access by police, security services and other public bodies. We **shall** co-operate with any official investigation.
- 1.6 MMBC **shall** reserve the right to remove access rights to any individual or groups found violating this policy and we will co-operate with any investigation over computer mis-use, internet mis-use or any criminal activity traced to our IP address.

Section C – Your Responsibilities

7. Good Practice:

This list is not exhaustive but some specific examples of good practice are:

- If unsure of the accuracy of what you want to say – do not post
- Be thoughtful and polite at all times, do not use obscene, profane, sexual, extremist, racist or abusive language
- Avoid defamatory, threatening or intimidating language which could be classed as bullying or harassment
- Be aware of copyright in posting images, videos or links to streaming
- Be aware of the need for other people’s privacy – allow others to tag themselves in photos rather than tagging them yourself
- Do not post family holiday dates and keep personal details safe – private message rather than post publicly
- MMBC staff or volunteers will always use their real name on our social media accounts – never reply to a name you do not know.
- Be aware of what grooming is – **never** arrange to meet anyone who contacts you through an MMBC social media account unless it is clear they are a legitimate representative of MMBC
- Use the privacy settings to restrict access to your profile
- Ensure you have up to date anti-virus, anti-spyware and a firewall running at all times whilst on-line
- Do not post negatively about MMBC
- If at any time you encounter a situation on social media that you feel in any way threatening politely disengage from dialogue and seek advice
- Not all social media accounts can be posted to by general users. Any issues should be reported to an MMBC Leader or Rev. Dr. N Ashton.