

Social Media Policy

Purpose

This policy sets out guidelines for employees regarding the appropriate use of social media, both in a professional and personal capacity, to protect the reputation of Repair & Share Foyle and ensure compliance with employment and data protection laws.

Scope

This policy applies to all employees, volunteers, and contractors of Repair & Share Foyle using social media platforms such as Facebook, Twitter, LinkedIn, Instagram, TikTok, WhatsApp, blogs, forums, and other online communication channels.

Reference	Version	Date released	Approved by
RSF-012	1		Caroline McGuinness-Brooks
This policy is communicated and published on the company website for all interested parties.			
This policy is subject to periodic review and change to ensure it remains valid. The policy may be reviewed when prompted by context, such as developments in legislation, industry practice, or the organisation.			
The live version of this policy can be found in the employee handbook and is the only version that is controlled.			

Personal Use of Social Media

You are free to use social media in a personal capacity, however, you must:

- Not disclose confidential or sensitive information about the organisation, its employees, service users, or stakeholders.
- Avoid any content that could bring the organisation into disrepute, including discriminatory, defamatory, or offensive remarks.
- Make it clear that personal views do not represent the organisation, if discussing work-related matters online.
- Comply with UK GDPR when handling personal data online.
- Refrain from engaging in harassment, bullying, or discrimination against colleagues, service users, or partners.

Use of Social Media for Work Purposes

Only authorised employees may post content on behalf of the Repair & Share Foyle. Employees managing official social media accounts must:

- Follow brand and communication guidelines set by the Repair & Share Foyle
- Ensure accuracy and professionalism in all content.



- Not share confidential, sensitive, or legally protected information without permission.
- Gain consent before posting photos/videos of employees, volunteers, or service users.
- Not engage in political or controversial discussions that could affect the Repair & Share Foyle neutrality.

Confidentiality & Data Protection

You must comply with UK GDPR and the Data Protection Act 2018 by:

- Not sharing personal or sensitive data of colleagues, service users, or partners without consent.
- Reporting any suspected data breaches immediately to management.

Disciplinary Action

Violations of this policy may result in disciplinary action, up to and including dismissal, in cases of:

- Posting confidential, offensive, or defamatory content.
- Harassment, bullying, or discriminatory behaviour online.
- Misuse of official CIC social media accounts.

Monitoring & Compliance

Repair & Share Foyle reserves the right to monitor public social media posts where there is a legitimate business or legal reason, in line with privacy laws. However, private accounts will not be actively monitored unless an issue is reported.

Reporting Concerns

If employees encounter any social media activity that could harm Repair & Share Foyle or its reputation, they should report it to the Programme Manager.

Employee Acknowledgment

I confirm that I have read, understood, and agree to comply with this Social Media Policy.

Employee Name: _____

Signature: _____

Date: _____