



Social Networking Policy

St Mary Magdalene Parish Church with Sale West Community Church
Ashton-on-Mersey

Policy Date: October 2025

Review Date: October 2028

Revisions:

Date	Version	Information on changes
October 2025	v.1	New policy approved by PCC

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SOCIAL NETWORKING POLICY

WHAT THIS POLICY COVERS

Social networks are web-based communication structures that enable easy communication and relationship building between individuals via the Internet, many of which include additional access to further methods of interaction, such as e-mail and instant messaging. While we at the organisation consider the widespread use of social networking applications an effective and useful method for communication in the appropriate context, the potential for misuse by workers, during and out of work hours, is such that the following guidelines are in place.

PURPOSE

This social networking policy has the following purpose:

- To help protect the organisation against potential liability;
- To give employees clear guidance on what can and cannot be said about the organisation or other workers;
- To help line managers effectively manage employee performance, time management and use of the organisation's resources;
- To help workers separate their professional and personal communication;
- To comply with the law on discrimination, data protection and protecting the health of employees;
- To be clear about the use of monitoring within the organisation.

POLICY

Access to email and the Internet is provided during working hours for the purpose of effectively completing work and use must comply with all organisation policies and procedures.

The organisation will not tolerate employees using social networking sites for unofficial or inappropriate uses. Specifically:

- You should not use such sites during contracted working hours for personal interest/benefit, without the authority of an appropriate manager. Usage during your agreed breaks is permitted, subject to the rules contained in this policy;
- You should not at any time upload photographs to your social networking sites of yourself or any other employee taken in a work situation. No defamatory comments about the organisation should be made on such sites at any time;
- You should not at any time include information that identifies any other employee/church member /contractor/supplier/customer or any other individual working in connection with us;

- You should not at any time express opinions on such sites which purport to be the opinion of the organisation, nor comments representing your own views on our organisation;
- Any personal blogs should contain a disclaimer that the views expressed on it are personal views of the author only;
- You should not at any time make comments on such sites which bring the organisation into disrepute;
- You should not at any time make comments on such sites which amount to bullying, harassment, including sexual harassment, or any other detriment towards other employees/church members/contractors/suppliers/customers or any other individual working in connection with us.

The term “use” includes accessing social networking sites by means of PC, mobile phone or by any other device.

You should not use instant messaging whether on a PC or by any other means for personal interest during working hours.

ORGANISATIONAL DEVICES

For security and privacy reasons, it is strictly prohibited to download, access or install any apps to Organisational mobile phones, PCs or any other Organisational devices, including but not limited to Facebook, Instagram, Threads, TikTok, and YouTube without express prior authorisation from the Head of Operations.

MONITORING OF SOCIAL NETWORK USE

It is recommended that all employees use strict privacy settings on their social network profiles.

The organisation monitors your internet usage regularly and may undertake more in depth monitoring where considered necessary. This includes monitoring the websites you visit and any other matters referred to in this policy. Monitoring in this way will involve the processing of your personal data. You can read more about the data we hold on you, why we hold it and the lawful basis that applies to its processing in the employee privacy notice.

ENFORCEMENT

Any employee who we suspect has breached this policy will be subject to the Organisation’s disciplinary procedure.