# Social media for both Kibworth Parish Councils

# Our social media accounts

Together we manage a number of social media accounts:

#### X (formerly Twitter) accounts:

- Kibworth Beauchamp
- Kibworth Harcourt

#### Facebook pages:

- Kibworth Beauchamp
- Kibworth Harcourt

Instagram accounts:

- Kibworth Beauchamp
- Kibworth Harcourt

All of our accounts are used to provide information about the services we provide. At times, when relevant and in the interest of our followers, we also promote events, information and services provided by other public authorities and charities.

If we 'like', 'follow' or 'share' other organisations' social media accounts or posts, this is not an endorsement of that organisation.

Our social media sites are managed by our staff and are monitored on weekdays between 9.30am and 4.30pm.

In all communications, we must be politically neutral. Our social media accounts are not political, and we cannot respond to direct political issues.

Comments made by the public on our social media accounts do not necessarily reflect the views of the Councils.

If you are concerned about anything posted on one of our accounts, please email <u>office@kibworthbeauchamp-pc.gov.uk</u>

### Contacting us via social media

We encourage people to like, share and post appropriate comments on our social media accounts.

Wherever possible, we reply to comments received via social media, but for issues with specific services, we do encourage you to contact the relevant parish council team directly to

make sure your comments and requests get to the right people as quickly as possible. In particular, we would advise that you do not use our social media accounts for the following:

- General questions or enquiries contact our office team on 01162 793777 or at <u>office@kibworthbeauchamp-pc.gov.uk</u> / <u>office@khpc.org.uk</u>
- Report service issues use this website form for Beauchamp, this one for Harcourt
- Compliments or complaints <u>use this website form for Beauchamp</u>, <u>this one for</u> <u>Harcourt</u>

## Standards of conduct and acceptable use

We'll try to help you or direct you to people who can, wherever possible. But, we won't tolerate any form of abuse (this is not limited to but includes racism, sexism, bad language, and any kind of threat - this will result in us blocking you).

We follow the guidelines provided by the social networks we use. We also reserve the right to remove any contributions or block accounts that break the following guidelines:

- Be civil, tasteful and relevant
- Do not post messages that are unlawful, prejudicial to court proceedings, abusive, harassing, defamatory, abusive, threatening, harmful, libellous, obscene, profane, sexually oriented or racially offensive
- Do not swear
- Do not make offensive remarks about someone else
- Do not post content copied from elsewhere, for which you do not own the copyright
- Do not post the same message, or very similar messages, more than once (also called 'spamming')
- Do not publicise your, or anyone else's, personal information, such as contact details
- Do not advertise products or services
- Do not impersonate someone else