

## **Social Media Policy**

### **1. Introduction**

1.1. Social networking sites (such as, but not exclusively, Facebook, YouTube, Twitter etc.) are a useful way for keeping in touch with friends, family and club members, and are also a great way to exchange information. However, members, staff and club associates (hereinafter referred to as “members”) must not forget that what they post on social networking sites may be seen across these networks, and are reminded that they must not bring The Wiltshire Golf Hotel and Leisure (the Club) into disrepute or cause any distress to any other member.

### **2. Policy**

2.1. The Club recognises that some members will make use of social networking in their own time, using their own equipment. Whilst there is no intention to restrict any proper and sensible exercise of the individual’s rights and freedoms, it is expected that all members will take personal responsibility and conduct themselves in such a way as to avoid bringing the Club into disrepute or compromising its effectiveness.

2.2. This policy has been prepared to protect the privacy, confidentiality and interests of the Club. This policy only applies to club related issues and is not meant to infringe upon an individual’s personal interaction or commentary online. However, all members are asked to respect the privacy, confidentiality and propriety of the Club and those working on their behalf, and not post anything that might be considered to breach this. Members should take care when discussing information relating to the Club affairs as discussions can sometimes be misinterpreted and could potentially put other members or the public at large at risk. All members should be aware that any inappropriate posts made to social media sites could lead to disciplinary action in accordance with the Club’s Disciplinary Code and Procedures and in extreme cases, civil and criminal liability.

2.3. All members must take account of the following before posting to the internet, including engaging in blogging or the use of forums, video sharing or social networking sites. Members should be aware that all Golf Committees take the posting at any time of offensive material, and the harassment, bullying or victimisation of members via the internet and social networking sites very seriously.

2.4. A breach of any of the following may lead to disciplinary action, the Club’s Disciplinary Code and Procedures, up to and including expulsion:

- Members must not divulge any confidential information or information belonging to the Club which is not in the public domain or expand upon such information already available in the public domain.
- If any member disclose that they are attached to the Club then it must be made absolutely clear that any views expressed do not represent the official position of the Club but are the views of the individual.
- Members cannot write a blog in an official capacity unless sanctioned and minuted by the Committee, i.e. representing the views of the Club. If, however, they give a personal opinion as an experienced person in a particular field, they must state that this is solely their view and not the view of the Club.

- Members must not use any the Club logo or other copyright material that infers official endorsement of the photograph, article, document or opinion.
- Any photographs of the Club members must not be used to harass or intimidate them, or bring the club into disrepute.
- Members must not display offensive images or make offensive comments, or in any way harass, intimidate, bully, victimise or discriminate against other members.

### **3. Committee Members' Responsibilities**

3.1. All Committee members have a duty to implement this policy and take action if they become aware of any breach of this policy and should explain the club's policy on the use of social media and networking sites and take steps to promote awareness of this policy.

### **4. What to do if you believe you are being harassed, bullied or victimised via a social networking site**

4.1. If you are a member who believes that you are being harassed, bullied or victimised as a result of another member's post to an internet site, it is open to you to take the necessary action. Members should contact their Section Captain in the first instance or another committee member for support and guidance on the informal and formal action which can be taken; please refer to the Club's Disciplinary Code and Procedures.

### **5. Consequences of not following this policy**

5.1. Any member found to be in breach of the above may be subject to disciplinary action in accordance with the Club's Disciplinary Code and Procedures. If they are also found to be in breach of the Data Protection Act 1998 or other relevant legislation or copyright, it could lead to criminal proceedings and prosecution.