



Owlsmoor Community Centre

21/05/2026

Owlsmoor Community Centre Social Networking Policy

The following is the charities social media and social networking policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees, volunteers and committee members should use their professional judgment and take the most prudent action possible. Consult with the Trustees if you are uncertain.

Personal blogs and any social media should have clear disclaimers that the views expressed by the author in the blog and any social media is the author's alone and do not represent the views of the charity. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the charity.

1. Information published on your blog(s) and any social media should comply with the charities confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
2. Be respectful to the charity, other employees, clients, partners, and competitors.
3. Social media activities should not interfere with work commitments.
4. Your online presence reflects the charity. Be aware that your actions captured via images, posts, or comments can reflect that of our charity.
5. Do not reference or site the charities clients or partners, without their express consent. In all cases, do not publish any information regarding a client or partner during the engagement.
6. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
7. Company logos and trademarks may not be used without written consent.

Policy version information

Policy adopted	2 nd Nov 2021
Policy last reviewed	2 nd Nov 2021
Policy approved by Board	2 nd Nov 2021