

# Compliance: Social Media Policy

<b>Policy No.</b>	C-6		
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<b>Related policies and documents</b>	Privacy Policy		

## Scope

This policy applies to all staff, contractors, and volunteers of Amélie Housing who use social media on behalf of Amélie Housing and staff, contractors, and volunteers' personal use of social media about Amélie Housing.

## Policy Statement

Amélie Housing has a social media policy that encourages staff, members, and volunteers to share the story of our work. In doing so, policy requirements cover legal responsibilities such as privacy, confidentiality, and respect.

## Compliance

**This policy assists Amélie Housing in complying with:**

<b>Compliance Document</b>	<b>Section/Number</b>	<b>Area</b>
National Community Housing Standards	5.2	Good governance
Evidence Guidelines National Regulatory Framework for Community Housing	4b	Governance – transparency and accountability

## Using Social Media in Amélie Housing

### What is social media?

Social media in Amélie Housing means using websites and platforms which allow people to interact online.

### What are the requirements?

Amélie Housing's policy on social media involves the following:

Know your legal and regulatory responsibilities -When using social media, you must abide by the laws governing the online environment you are working in.

Preserve confidential information – You must not share or post sensitive or confidential information about Amélie Housing.

Be respectful to others and to Amélie Housing- Be mindful of what you post and the effect it could have on other people. Never post anything that could be interpreted as defamatory or discriminatory, obscene, profane, threatening, abusive or harassing of another individual, community, business, or organisation.

Be aware of prohibited topics – Do not use your position to advocate or endorse any third-party product, enterprise, message, or political view.

Stay on message – We use social media as a way of broadening the message of Amélie Housing

Maintain your duty of care – Duty of care means respecting and upholding legal and privacy obligations for clients, staff, and partner organisations. This applies especially to posting pictures of children or any other person who could require assistance in providing informed consent for their image or story to be used.

Include a personal disclaimer- If you can be recognised within Amélie Housing when expressing individual opinions, you must add a disclaimer such as "These opinions are my own and do not represent Amélie Housing."