

Guidance on the Use of Social Networking Sites

Carmarthenshire County Council is aware that employees will use the internet to access social networking sites and other such facilities for personal purposes. Many of employees are likely to participate in social networking on websites such as Facebook, My Space and Twitter as well as use Blogs to share views and opinions.

It is acknowledged that such sites are increasingly useful communication tools and are a part of modern life. However it is acknowledged that, following a number of recent incidences publicised within the media, there is the potential for such sites to blur the boundaries between personal and employment lives. Therefore, it is important that all employees are mindful that, when using such sites, they must consider the potential impact of their actions on their contract of employment with the Council.

Employees must remember that anything posted on a social networking site is in the public domain and reflects on the individual as an employee of the Authority. Consequently it is considered necessary to issue the following guidance to staff:

EMPLOYEES **MUST NOT USE** SOCIAL NETWORKING SITES:

- To breach confidentiality
- To criticise or abuse users of the Authority's services, any other Council employee or elected members
- To bring the Authority or any of its employees and/or its elected members into disrepute
- During working hours

FURTHERMORE ALL EMPLOYEES **MUST** ABIDE BY:

- Council Policies and Procedure (e.g. Internet Usage and Monitoring Policy, Flexitime Scheme)
- Codes of Practice (e.g. Data Protection Act 1998)
- Contract of Employment – Confidentiality clause
- Code of Conduct for Council Employees

Employees are advised that the publishing of any inappropriate, inaccurate or defamatory information/ material in the public domain may result in

disciplinary action being taken by the Council in accordance with its Disciplinary Policy & Procedure. Furthermore, in certain circumstances, civil court proceedings could ensue.

Staff are reminded that the Council has a number of policies and procedures to enable staff to pursue personal concerns or grievances.

These include:-

- Grievance Policy & Procedure
- Dignity at Work Policy & Procedure
- Whistleblowing Policy & Procedure

Further information in respect of these Policies is available via the documents library on BRIAN or from your supervisor/line manager.

Should you need any support or guidance in respect to these sites please contact your supervisor/line manager or contact the Human Resources Team.