

CPSS Social Media Policy

On behalf of Surrey and Sussex LPC's

Introduction

Social media enables people to connect and exchange information with others who share the same interests or networks. It enhances CPSS's ability to communicate with key audiences and stakeholders however there are some risks. This policy sets out the approach and expectations of committee members and employees when using social media to ensure we maximise the benefits and minimise the risks.

Scope

This policy applies to all employees, committee members and anyone working for CPSS or the constituent LPC's in any capacity including those on a contract, non-contracted, or temporary consultancy basis.

It applies to all social media channels, including online comments and discussions forums. The policy applies to all such channels, including those not mentioned by name in this document and new channels that emerge after its approval.

Objectives

- Maximise the benefits of social media for communicating with members, commissioners, partners, media, politicians, and other key stakeholders.
- Minimise the risks of reputational damage to CPSS through inappropriate use of social media by people connected with it.
- Minimise the risks of damage to the professional reputations of CPSS's employees, committee members and contractors.
- Ensure everyone has clear guidance on what constitutes appropriate and inappropriate use of social media, both in connection with CPSS and in other capacities (including personal use).
- Define the process for creating and managing CPSS social media accounts.
- Clarify the expected standards of behaviour when using social media, and the process for following up on concerns.

Duties and responsibilities

- The CPSS Executive Committee and CEO are accountable and hold ultimate responsibility.
- The CEO is responsible for the day-to-day management of CPSS's social media accounts.
- The CPSS team are responsible for developing and delivering social media strategies and plans.
- The Business Administrator and other employees who have CPSS social media logins are authorised to monitor and post content and engagement (including replies and other messages) on social media accounts.
- All employees, committee members and others within the scope of this policy are responsible for complying with the policy and observing appropriate standards of behaviour when using social media for work or in their personal lives, including taking steps to protect themselves.
- Everyone should be aware that inappropriate use of social media may lead to appropriate disciplinary action in line with their contracts of employment or under breach of governance as stated in the CPSS Constitution.

Definitions

Blogging enables people to share news and opinions with others by posting articles they have written.

Comments/discussion forums allow people to exchange views and ideas, including 'below the line' comments on new articles or blogs and discussion threads on platforms including Reddit.

Social media refers to communications channels that enable information and views to be shared with others. This may be via websites, apps or other tools. Examples include Facebook, Twitter, LinkedIn, WhatsApp, Instagram, Pinterest and Snapchat. This is not an exhaustive list and new social media channels are emerging all the time.

Trolling covers a broad range of activity that could be described as malicious, offensive, intimidating, rude or highly disrespectful. This may include bullying or threats, discriminatory or negative comments, and malicious statements or rumours.

Policy

Benefits of social media

We embrace social media as a way of communicating and engaging with contractors, pharmacy teams, commissioners, influencers, and other key audiences. It enables us to share and receive news, as well as professional development opportunities.

Risks of social media

We are mindful of the potential risks from social media. Appropriate professional standards must be observed, and appropriate boundaries maintained between healthcare practitioners and patients.

Boundaries between CPSS, personal and other use of social media

Social media has blurred the boundaries between work and personal lives. It is usually easy for someone to identify where an individual works, their profession and/or their other interests by putting information together from different channels. It's important to remember that many social media networks draw information from email history and phone contacts and use this to 'suggest' individuals they may know or want to follow.

Everyone must ensure that use of social media in their lives outside CPSS does not conflict with or jeopardise our reputation. For that reason, this policy applies to all social media including in connection with their CPSS work, another role, or their personal lives.

Conduct when using social media:

Assume permanence

The key principle is to assume that anything posted on social media can be read by anyone anywhere in the world. Once posted, items can never be totally deleted – someone may have taken a screenshot of it, for example, and shared it elsewhere. Privacy settings may not be failsafe so should not be totally relied on. For this reason, employees and committee members should never post content that could bring CPSS into disrepute.

Employees should also be mindful that their past internet and social media history may be linked back to CPSS. It's advisable for people to periodically review their past posts and remove anything they no longer feel is appropriate – while this may not guarantee content is deleted from the web entirely, it reduces the risk to the individual and CPSS.

Data protection law now offers certain users the 'right to be forgotten' by internet search engines – they can ask search engines to remove results that include their name if they have good reason to believe the

content is “inadequate, irrelevant, no longer relevant, or excessive”. However, there is no guarantee that requests will be accepted. Further information is available at <https://www.google.co.uk/policies/faq/>

Be respectful

Something that the person posting may intend as a critique, joke, teasing or mild sounding-off, may be interpreted very differently by the recipient or others reading it. It may be perceived as offensive, unprofessional, or even as trolling.

Employees and committee members are expected to be professional and respectful of others – including individual characteristics (e.g. race, gender, age, sexuality, faith, disability, and marital status) and others’ views and opinions – when using social media.

Stay secure

It’s important to be mindful of IT security when using social media. The usual principles of not sharing passwords with those not authorised to have them, logging out of shared devices, and locking screens/devices when away from them apply.

Personal opinions / conflicts of interest

Posts may be interpreted by others as representing CPSS’s view, unless clearly stated otherwise. This includes comments made in discussion forums or below online news articles and blogs. Everyone should ensure it is clear whether a post or account is on behalf of CPSS or another capacity (e.g. personal/other interest). Any conflicts of interest must also be made clear when using social media.

Copyright, accuracy, and legality

Make every reasonable effort to ensure information that they post is accurate and factually correct. Where information is later discovered to be inaccurate, it must be deleted and/or corrected as soon as possible.

The laws of copyright, defamation, data protection, equality and diversity, and other relevant areas apply to social media. Copying content from elsewhere and sharing it on social media without permission is a breach of copyright – this includes online news sites, images and photos, and copying other people’s tweets and social media posts. This doesn’t apply to retweets or re-posts of the original post.

Personal use of social media while working for CPSS

Employees can use CPSS equipment or their own devices to access social media for personal use during break times provided they follow the policy and do not post or access inappropriate content. Personal use of social media at other times during their CPSS working hours is subject to agreement with their line manager. Further information for employees is available in the staff handbook.

Process for establishing/deleting CPSS social media accounts

The CEO is responsible for CPSS’s social media presence. This includes the creation and deletion (including closing and archiving) of its social media accounts. If urgent decisions or actions are required in the CEO’s absence, then the Deputy Chief Officer’s approval must be sought.

Reporting inappropriate content and behaviour

Inappropriate content/behaviour by CPSS employees/LPC members

If an employee comes across information that contravenes this policy, they should inform the Chief Executive Officer. LPC members should contact the Chief Executive Officer and/or the relevant LPC Governance Lead.



Inappropriate content/behaviour by an external individual or group

If an employee/LPC member comes across content posted to the social media accounts that they believe is offensive or inappropriate, they should inform the CEO who will decide how to respond. In the CEO's absence, then the Deputy Chief Officer should be contacted and/or LPC Governance Lead.

Action may be taken to block or mute someone, ask the relevant social media networks to remove content, or contact other appropriate authorities – for example, the police in the case of threats of violence or other criminal behaviour.

Monitoring social media

The CEO takes responsibility for monitoring CPSS social media. They will be supported by the Business Administrator and other employees. Information and analytics will be used to enhance social media activity, communications, and engagement more broadly, and its reputation and influence.

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