



STAFFORDSHIRE ARCHAEOLOGICAL & HISTORICAL SOCIETY

POLICIES OF THE SOCIETY

Use of Social media

The Society will adhere to the following principles in its use of Social media platforms:

- Normally, only one member of the Society's Committee will post items on any social media channel on behalf of the Society. That person is currently the Hon Secretary.
- Multi-factor authentication will be used where appropriate.
- Access via passwords to Society accounts will be held by nominated Committee member, but, copies of the passwords and other material necessary to gain access will be held by the President, Website Developer, Treasurer and at least one other Committee member to ensure continuity.
- All posts will be made in line with appropriate legislation and guidance issued by the Charity Commission. In the event of any conflict, the Law of England applies.
- All posts are made on behalf of the Society, not of the person posting.
- Post will not normally set Society policy – where they may do, permission will be sought, ideally in advance, from the appropriate Committee member, or, if that is not appropriate, the full Committee either through a meeting or in correspondence.
- Permission will be gained (where necessary) before displaying any images on the Society's social media accounts, making sure they are licence-free.
- Permission will be obtained from any of the speakers before we promote them, use their image and/or any of their licensed data.

Created by: (name) Steve Lewitt, Hon Secretary.
(date) January 2024

Review : January 2025, by SA&HS Committee.