

# Altogether Archaeology Social Media Policy

## 1) How does AA use Social Media?

### Our Objectives

*To engage with the public.*

*To generate interest in our activities.*

*To raise awareness of the archaeology and history of the North Pennines AONB.*

### What platforms do we use?

*Facebook*

*X*

*Website*

### Do we have private community groups or discussion forums?

*No*

### What is our policy on moderating 3<sup>rd</sup> party content?

*We have links to 3<sup>rd</sup> party websites but are not responsible for the content of 3<sup>rd</sup> party sites. We may need to put a declaration on the links page to this effect. Eg*

*AA are not responsible for the content of 3<sup>rd</sup> party sites. The inclusion of a link to a third party website should not be understood as an endorsement.*

## 2) How do we control access to our social media?

### How do we manage access to the accounts?

*Any publications will be done by members of the Management Committee.*

*The website input is controlled by the Webmaster and the Chair.*

*Our Facebook and X accounts are controlled by the Chair and a member of the management committee.*

### Who can post day to day content?

*As above*

### If additional approval is needed who can authorise it?

*Chair and management committee.*

### Who is responsible for reviewing and moderating content and how often?

*Chair and management committee. The content is constantly being reviewed.*

## **Who can delete content and in what circumstances?**

*Webmaster on advise of chair. Space considerations, incorrect information for example changes of dates for meetings/excavations.*

### **3) What is the required conduct for those managing the site?**

*Compliance with relevant laws.*

*Compliance with rules managing interactions with children, young people and vulnerable people.*

### **4) Relationship to other policies such as safeguarding?**

*Before anyone takes part in excavations etc they agree for any images to be used by AA for publications. (This is done on the signing in sheets). If for any reason they don't want their images shown then they have to inform the person organising the event.*

*Our excavations take place on privately owned land and we consult with and abide by the wishes of the land-owners when identifying locations.*

### **5) Responding to Incidents such as complaints, criticisms or abusive messages?**

*Altogether Archaeology aims to provide high quality services, events and advice. Altogether Archaeology hopes that we achieve this, but if you do have a complaint please contact a member of the committee and Altogether Archaeology will do our best to resolve it.*

### **6) Managing potential risks in posing social media content**

*The charity will not post content that is harmful, in breach of the law or inconsistent with the charity's purpose.*

*The charity will comply with the relevant laws such as*

*UK GDPR rules on publishing personal information or data,*

*Privacy*

*Copyright law*

*Defamation law*

*Whistleblower protection*

*Equality and Human Rights*

### **7) Problematic Content posted by 3<sup>rd</sup> parties**

*Members attending our events are free to post information on their own social media but we ask them to abide by our guidelines.*

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