

HR & OD POLICIES

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

Social Media Policy/Procedure

Aberdeenshire
COUNCIL



www.aberdeenshire.gov.uk



1. HEADING

This Policy and associated [procedure](#) is to provide information to employees and managers on the appropriate use of social media. This includes the courses of action which may potentially be taken by Aberdeenshire Council to investigate any such incidents of misuse including those undertaken within a personal capacity.

This is in addition to protocols outlined within the [Social Networking and the Use of Social Media – Guidelines for Aberdeenshire Council employees](#) issued by Corporate Communications and the professional standards contained within the membership of professional bodies.

The Human Rights Act of 1998 gives individuals a 'right to respect for private and family life, home and correspondence'. However, employees should always act responsibly when online either at work or at home, and must adhere to the principles outlined in this procedure. Any personal or confidential information must be handled in accordance with [Aberdeenshire Council's Code of Practice, Data Protection Act 1988](#). Any breach of this policy or legislation may result in the instigation of a disciplinary investigation and termination of employment.

Please also refer to the [Code of Practice: Acceptable Use of ICT Facilities by Employees](#) which contains details of the standards that Aberdeenshire Council expects employees to adopt in their use of Aberdeenshire Council ICT facilities.

For teachers and associated professionals further information is contained within the Education Circular PP4/135 Social Networking Sites: Code of Practice.

2. SCOPE OF POLICY

This applies to all Aberdeenshire Council employees.

Document Title

Revision Date	Previous Revision Date	Summary of Changes
• 28-09-2012	-	Creation of all Documents

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