



SOCIAL MEDIA POLICY

Section 1 – COMMUNICATION

When you message or contact Starpic Project on Social Media depending on your privacy settings we can view your profile and other associated information. Our social media is monitored by selective team members and only posts from **Starpic Project** should get posted.

Section 2 – CONTENT

All media posts should be to provide information or to promote the project in a positive manner.

Practice to be encouraged:

- Capture moments to promote the project success
- Sharing of dates, times events
- Promoting success
- Thanking of donations
- Tagging partnership projects

Unacceptable practice:

- Personal Opinions
- Inappropriate or offensive images
- Naming young people where it is not for success
- Sending requests to people's personal profiles
- Tagging any individual person profile

Section 3 – WHATSAPP / TEXTING

We operate WhatsApp groups to share and receive information promptly, between the Starpic Project team, parent groups and relevant topic specific chats.

Groups are set up with two or more Starpic Project workers and people are invited to join via link, should they wish to do so. All communication should be professional, polite and contain relevant content.

Unacceptable practice:

- Offensive language
- Inappropriate words, slang, characters or sexual reference
- Inappropriate or offensive images
- Slander towards any person or company

QUESTIONS AND CONTACT INFORMATION

If you would like to: access, correct, amend or delete any personal information we have about you, register a complaint, or simply want more information contact our Privacy Compliance Officer at staff@starpicproject.co.uk or mailing us at:

Starpic Project Ltd, Community Hub, 3 Hay Avenue, Niddrie, EH16 4RW