

## Social media Policy

This policy provides guidance for the use of social media by support group leaders, volunteers and members of the public, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

**PROCEDURES** The following principles apply to professional use of social media on behalf of the National Tremor Foundation ( NTF) as well as to personal use of social media when referencing NTF.

Individuals need to know and adhere to the NTF company policies when using social media in reference to the NTF • Individuals should be aware of the effect their actions may have on their images, as well as the NTF image. The information that Individuals post or publish may be public information for a long time. • Individuals should be aware that the NTF may observe content and information made available by individuals through social media. Individuals should use their best judgment in posting material ensuring that it is neither inappropriate nor harmful to the NTF, its trustees, or its members.

Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile environment. Medical advice should not be dispensed or discussed via social media platforms and individuals should always seek advice from their GP.

Specific medical advice can only be provided by a General Practitioner. If you have specific questions concerning health or medical status, please consult your GP. Be aware that opinions which are expressed are those of the users of the NTF social media platform, and do not represent any advice, or opinion of the National Tremor Foundation, or any qualified medical professional. Any recommendation or other information within a NTF social media platform which is followed by you is at your own risk. The National Tremor Foundation does not take any responsibility for content posted and gives no endorsement of such material.

Individuals are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, individuals should check with the trustees

Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Individuals should refer these inquiries to authorized trustees or the Chairman of the NTF

If while using social media individuals encounter a situation that threatens to become antagonistic, individuals should disengage from the dialogue in a polite manner and seek the advice of the trustees

Individuals should get appropriate permission before you refer to or post images of current or former associates of the NTF. Additionally, individuals should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.



If Individuals publish content that involves work or subjects associated with the National Tremor Foundation, a disclaimer should be used, such as this: “The postings on this site are my own and may not represent National Tremor Foundations positions, strategies or opinions.”

### **Facebook**

The National Tremor Foundation has only one official Facebook page. This page is open to everyone and people are free to post comments on our page. The NTF reserves the right to review, edit and/or delete any comments it deems are inappropriate. The NTF reserves the sole right to ban, suspend or block participants from its Facebook page who repeatedly persist in posting offensive or inappropriate material. Anyone banned or blocked on the NTF Facebook page will be notified in writing of our action, given a full explanation and reason of our action & the duration of the ban. Whilst we would hope that other Facebook groups follow a similar procedure in a disciplinary matter, the rules & jurisdiction of that group are outside the control of the NTF board of trustees. In addition to this, it follows that any outlet or social media page outside the control of the NTF board of trustees should not display the NTF logo. Our support group guidelines clearly state that the National Tremor Foundation is a national support, information and advocacy organisation for people with a tremor, their families, friends and carers. We would encourage all support groups to adhere to this principle in all forms of social media activity where possible. Any complaints regarding matters within the jurisdiction of the NTF board of trustees, should be directed through the NTF website.