

# Quaker Arts Network

## Social Media Policy

*Approved by QAN Trustees on 28 March 2025*

*Review date: March 2026*

### Policy purpose and brief

The following policy governs the use of social media by members of the Quaker Arts Network (QAN). For the purposes of this policy, social media refers to digital information posted by individuals in an online network. This includes information that is shared publicly as well as in contexts where certain access is controlled.

This policy does not provide general guidelines for social media use or advice about the risks associated with it. Its aim is to ensure that social media relating to the Quaker Arts Network is aligned with its mission to encourage the use of the arts for Quaker spiritual nurture, witness and outreach.

The policy is divided into the following areas:

1. Restrictions to the personal use of social media for QAN members
2. Use of official social media accounts and pages
3. Administration of forums and groups
4. Note on data protection

### 1. Personal Use of Social Media

- The choice to use social media is a personal decision for members of QAN and is not a concern of the organization except in the following cases:
- The person interacts in a way that is in clear opposition to Quaker testimonies (e.g. inciting violence, or engaging in hate speech) and QAN is made aware of the incident. This will be a matter for Trustees to respond to based on considerations such as the teachings in Quaker Faith and Practice (QF&P) or guidance from Britain Yearly Meeting (BYM).
- The person mentions QAN or events affiliated with QAN in a public forum. This is in itself not a problem, however the person must not speak as a representative for QAN, and should be clear they are voicing their own opinion and perspective. They may only share minutes or other documents produced by or for QAN if those are intended to be made public. They must respect the privacy of the other members.

### 2. Official Social Media Accounts & Pages

QAN currently maintains an official Facebook page as well as an Instagram account. At no point should an individual create an account on behalf of QAN on any social network without the prior consent of the Trustees

Any member who is entrusted with the capacity to handle these accounts and speak on behalf of the organization, must act carefully and responsibly

This includes the following:

- Be respectful, polite and patient, and careful when making declarations or promises towards people.
- Avoid speaking definitely on matters outside one's expertise.
- Follow our confidentiality policy and data protection policy and observe laws on copyright, trademarks, plagiarism and fair use.
- Avoid deleting or ignoring comments for no reason. We should listen and reply to criticism.
- Never post discriminatory, offensive or libellous content and commentary.

### **3. Forums and Groups Moderated by QAN**

Currently QAN administers a Facebook group. At no point should an individual establish a further forum or group on behalf of QAN on any social network or platform without the prior consent of the Trustees.

Any member who is entrusted with moderating such a forum or group, must act carefully to ensure that the interactions within the space align with QAN's mission to encourage the use of the arts for Quaker spiritual nurture, witness and outreach and that people treat each other respectfully.

This includes adhering to the following guidelines:

- Promote a respectful and inclusive environment.
- Act promptly on reports of inappropriate content or behavior.
- Remove posts or comments that:
  - Contain hate speech, discrimination, harassment, or bullying.
  - Include spam, promotions, or advertisements unrelated to the organisation's purpose.
  - Spread disinformation or intentionally misleading content.
  - Encourage constructive discussion by addressing conflicts in a neutral and fair manner.
  - Offer guidance to members who inadvertently break rules rather than immediately resorting to removal.
  - Use private messaging when necessary to resolve conflicts or clarify rules.
  - Avoid conflicts of interest and disclose any personal relationships that might affect your moderation decisions.

### **4. Note on Data Protection**

We collect data only for the purpose of communicating with our members and those attending our events. We hold this data securely and use it solely for the necessary administration of our charity and its events. We never share such data with any other organisation.