

Guidance for Using Our Facebook Page and Website

Yealmpton Parish Council welcomes constructive and respectful engagement from residents. Our online platforms are here to help you stay informed about Council news, decisions and community updates.

This page explains how you can use our Facebook page and website safely and effectively, and how we manage these platforms.

Using Our Facebook Page

Our Facebook page is used to:

- share Council news, updates and announcements
- provide information about community events and opportunities
- share emergency or public information notices

Anyone who has been approved as a member of Yealmpton Parish Council Facebook group can post or comment on our page. To keep the page safe and respectful for everyone, we ask that you follow these simple guidelines.

Please keep posts and comments:

- respectful and considerate
- relevant to the topic
- free from personal attacks, harassment or abusive language
- free from unlawful, defamatory or discriminatory content
- free from personal information about yourself or others
- free from commercial advertising or political campaigning

Moderation

Our Facebook page is moderated by Council administrators.

We may remove posts or comments that include:

- offensive, abusive or discriminatory content
- personal attacks or naming individuals
- personal data (for example, names, addresses, phone numbers)
- potentially libellous statements
- spam or commercial advertising
- content unrelated to the original post
- copyrighted material posted without permission

Repeat offenders may be blocked from the page.

If a post alleges a breach of Council policy or the law, we may ask you to submit a formal complaint or contact the Police so that the matter can be handled properly.

Contacting the Council

Messages or comments on Facebook are not considered formal contact with the Council.

This is important because:

- Facebook is not monitored continuously
- we cannot guarantee that messages will be seen
- we cannot discuss confidential or personal matters on social media

For official matters, please contact the Clerk directly:

- Email: clerk.@yealmpton-pc.gov.uk
- Telephone: 07702 640 950
- Website contact form: <https://www.yealmpton-pc.gov.uk/contact/>

This ensures your enquiry is properly recorded and responded to.

Using Our Website

Our website provides:

- agendas and minutes
- policies and governance documents
- news and updates
- contact details for the Clerk and councillors
- information about local groups and services

Contact Us

You can contact the Council through:

- the “Contact Us” form
- the Clerk’s email address
- the Clerk’s telephone number

Councillors’ contact details are also available for community engagement.

Local Groups on Our Website

Some local groups may have pages hosted on our website. Where this is the case:

- the group is responsible for its own content
- the Council may remove content that breaches our standards
- group pages will be clearly marked as not Council-managed

Privacy and Personal Data

For your safety and privacy:

- please do not post personal information on Facebook
- please do not send sensitive information through social media
- always contact the Clerk directly for official matters

The Council complies with the Data Protection Act 2018 and UK GDPR.

Thank You

Thank you for helping us keep our online spaces safe, respectful and useful for everyone in Yealmpton. We value your engagement and look forward to continuing to share information and updates with our community.