

Social Media and Privacy Policy

Our commitment

To protect the organisation with legal documents or statements that are private this also protects the customer or clients privacy because documents are kept private educating employers on using social media in the particular work environment to protect the organisation from uninformed misuse social media to the detriment of the organisation

POLICY:

PCK Plumbing Pty Ltd trading as PK Plumbing and Gasfitting Riverina guidelines are in place for employees to use social media in the right way and they are committed to the social media and privacy policy in the work environment and to ensure the safety of staff with using social media and Applying the privacy policy toward other staff

PROCEDURES AND AREAS OF RESPONSIBILITY:

- Employees need to know the code of conduct when using social media
- Employees should be aware of their actions within the workplace
- Employees should know that they cannot publish, post or release anything that is considered private or confidential to another person
- Social media use should not interfere with employees' responsibilities at work
- Employees should keep work related accounts away from personal accounts and computers are for business purpose use only

A Privacy Policy is a legal agreement that you display on your website or app. It's where you disclose to your users important facts about what personal data of theirs that you collect, how you collect it, where and how you store it, and what rights users have regarding all of this.

A social media policy (also called a social networking policy) is a corporate code of conduct that provides guidelines for employees who post content on the Internet either as part of their job or as a private person

Scope

We expect that all employees understand and follow this policy

When talking about social media it refers to a variety of online communities' things like blogs, social network, chat rooms, Facebook etc.

This policy is built around everyone in the workplace there are two different elements first is using personal social media at work and second is representing the company through social media.

Policy elements

Using personal social media

our employees can access their personal accounts at work. only on their personal phone on breaks only, we expect you to act responsibly and ensure your productivity isn't affected.

Whether you are using your accounts for business or personal purposes, you may easily get side-tracked by the vast amount of available content. So, please restrict your use to a few minutes per workday.

We ask you to be careful when posting on social media, the origination can't restrict what you post on your social accounts but we expect you keep your personal accounts confidential e.g. a school teacher cannot let school students add them on facebook.

We advise our employees to:

- Ensure that employees know that personal accounts shouldn't represent the company they work under You shouldn't state or imply that your personal opinions and content are authorized or endorsed by our company. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.
- Avoid sharing intellectual property like trademarks on a personal account without approval. Confidentiality policies and laws always apply.
- Avoid anti-harassment in the workplace towards colleagues, clients, or partners.
- You should not share photos of social life on work accounts

Representing our company

Employees when representing the company or origination when handling corporate social media accounts or speak on behalf of the company or origination. When behind corporate social media accounts your expected to carefully act ad responsibly to protect the company or originations image, you should:

- Be respectful, polite, and patient- when in talking on behalf of the company
- Avoid speaking on matters outside your field of expertise – do not answer questions that are not for you to answer
- Follow our confidentiality policy and data protection policy and observe laws on copyright, trademarks, plagiarism, and fair use.

Disciplinary consequences

- Depending on the severity of the incident of breaching this policy a warning letter or instant dismissal of employment status may occur.

Implementation and evaluation

PCK Plumbing Pty Ltd trading as PK Plumbing and Gasfitting Riverina will ensure this Policy is reviewed and evaluated for its effectiveness in delivering policy objectives on an annual basis or earlier in the event of major changes to the legislation or our organisation structure and operations.

Policy authorised by: Philip Kenny (Director)

Signature: 

Policy issue date: 28th February 2020

Policy version number: 2

Policy review due date: February 2021

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