EKF
(English Karate Federation Ltd)
Code of Practice
For
Social Networking

Contents

1. Introduction

1.1.

The internet provides a range of social media tools that allow users to interact with one another, for example from rediscovering friends on social networking sites such as Facebook to keeping up with other people's lives on Twitter etc

1.2. While recognising the benefits of these media for new opportunities for communication, this code of practice sets out the principles that the EKF Ltd members are expected to follow when using social media.

1.3. The principles set out in this policy are intended to ensure that all EKF members use Social Media responsibly so that confidentiality of members and the reputation of the EKF Ltd is safeguarded.

1.4. Only EKF Ltd employees, Directors, and Officers may use social networking sites to relate to and conduct EKF business.

1.5. Individual members of the EKF are not permitted to present personal opinions in ways that imply endorsement by the EKF.
Any personal statements including opinions or views on any issue should be accompanied by a personal disclaimer or explicit statement that the individual is speaking for themselves and not on behalf of the EKF.

2. Scope

2.1. This policy applies to all EKF members

2.2. This policy covers personal use of social media as well as the use of social media for official EKF purposes, including sites hosted and maintained on behalf of the EKF.

2.3. This policy applies to personal web space such as social networking sites (for example Face book, MySpace), blogs, micro blogs such as Twitter, chat rooms, forums, podcasts.
Open access online encyclopaedias such as Wikipedia, social bookmarking sites such as delicious, and content sharing sites such as flicker, and YouTube.

The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media. The principles set out in this policy must be followed irrespective of the medium used.

3. Legal Framework

3.1. The EKF is committed to ensuring that all staff members provide confidential services that meet the highest standards. All individuals working on behalf of the EKF are bound by a legal duty of confidence and other laws to protect the confidential information they have access to during the course of their work.
Disclosure of confidential information on social media is likely to be a breach of a number of laws and professional codes of conduct, including:

a. The Human Rights Act 1998
b. Common law duty of confidentiality, and
c. The Data Protection Act 1998.

3.2. Confidential information includes, but is not limited to:

a. Person-identifiable information, e.g. student records protected by the Data Protection Act 1998
b. Information divulged in the expectation of confidentiality
c. EKF records containing organisationally or publicly sensitive information
d. EKF members should also be aware that other laws relating to libel, defamation, harassment etc may apply to information posted on social media, which may Include:

i)   Libel Act 1843
ii)   Defamation Acts 1952 and 1996
iii)   Protection from Harassment Act 1997
iv)   Criminal Justice and Public Order Act 1994
v)   Malicious Communications Act 1998
vi)   Communications Act 2003,

4. **Principles - be Professional, Responsible and Respectful**

4.1. EKF members must **_not_** engage in activities involving social media which might bring the EKF into disrepute.

4.2. EKF members must **_not_** represent their personal views as being those of EKF on any social medium.

4.3 EKF members must **_not_** use social media and/or the internet in any way to attack, insult, and abuse or defame the EKF, its' members, their family members, or colleagues.

5. **Breaches of the Policy**

5.1. Any breach of this policy may lead to disciplinary action being taken against the Members involved in line with the EKF Disciplinary Policy and Procedures.

6. **Risks**

Many social networking sites collect profile information for advertising SPAM targeted at Individuals with particular affiliation interests. Use of these sites may increase SPAM to your email account.

7. **Investigations**

In response to concerns or complaints or information provided by individuals the EKF may look up profiles on social networking sites and may use the information for informal or formal proceedings against an individual or groups

8. Tips

- **Be smart about what you write online**
  If you want to write negative comments make sure that they are justified or within reason

- **Funny, joke, or round robin emails**
  Only circulate them to your address book

- **Think carefully about who you allow to become your friend**
  Once you accept someone as your friend they will be able to access any information about you that you have marked as viewable by your friends.

- **Show Limited friends a cut down version of your profile**
  You can choose to make people "limited Friends" who only have limited access to a cut down version of your profile

- **Think before you post**
  Does the world really want to know what you had for breakfast or what you thought about anyone?

Think before you Click