**Burtle Village Hall Media Policy**

1. **Contact with the Public**
* **The main contact and dissemination of information is made through the monthly Newsletter which is free to all Burtle households. This Newsletter is edited by the Media representative on the Burtle Village Hall Committee and printed through a local firm**
* **A monthly ‘Digital Newsletter’ is also sent out via the Bookings Secretary of the Committee giving the dates and times of forthcoming events for that month**
* **Informal contact takes place via regular and one-off events held in the Burtle Village Hall**
* **Correspondence or enquiries to the Burtle Village Hall by residents or other members of the public may be made by letter, email or telephone. All such contact should be made through the Secretary or the Chair**
* **In the interests of openness and fairness and in compliance with adopted policies, correspondence that requires action by the Burtle Village Hall will be considered and usually placed on the agenda for discussion at the next meeting. The person raising the issue may be invited to attend the meeting**
* **Any complaints should follow the Complaints Procedure and use the Complaints Form**
1. **Contact with the Media**
* **Burtle Village Hall will accept enquiries from the media (press, television or radio), usually through the Secretary or the Chair**
* **All responses or statements will be made in writing via the Secretary or the Chair**
* **The Chair, or in her/his absence the Vice Chair, will be consulted to formulate the response or statement in conjunction with at least one other Committee member**
* **Burtle Village Hall will not accept responsibility for any statements or responses that individual Committee members may make to the media without proper consultation. Any such statements or responses will be deemed to be their own personal opinion and this must be made quite clear at the time that the statement or response is made**
* **Committee members will not discuss issues in any format as a representative of the Burtle Village Hall unless they have been specifically authorised to do so by a Committee meeting**
1. **Use of Social Media**
* **Burtle Village Hall uses the Burtle Village Website to disseminate information to interested parties and to publish information as required by all relevant legal requirements**
* **Burtle Village Hall operates a separate page on the above website. A named Committee member is responsible for monitoring, checking and updating this page**
* **Burtle Village Hall also operates a Facebook Events page advertising forthcoming events. A named Committee member is responsible for monitoring, checking and updating this page**
* **Burtle Village Hall does not accept responsibility for any statements or responses that individual Committee members may make on any private social media accounts. Any such statements or responses will be deemed to be their own personal opinion and this must be made quite clear at the time that the statement or response is made**
* **The Burtle Village Hall Management Committee uses a group ‘Whats App’ via mobile phones to communicate business for quick responses - confined to the Committee only**
* **Smartphone users should respect the private lives of others and not take or distribute pictures of other people without their permission or if it could invade their privacy**
* **Burtle Village Hall Management Committee adheres to its ‘Safeguarding and Protecting Children and Vulnerable Adults ‘Policy, thereby protecting the rights of children under the age of 18 years and vulnerable adults, with regard to any aspect of the Media. For example; articles, photographs, information, and notices**

# Burtle Village Hall Management Committee adheres to its ‘Equality and Equal Opportunities’ Policy with regard to any aspect of the Media

* **Burtle Village Hall management Committee adheres to its ‘Data Protection (GDPR) Policy and Privacy Notice’ with regard to any aspect of the Media**

# Burtle Village Hall Management Committee - February 2020