

Bwrdd Gweithredol

2ail GORFFENNAF 2018

Polisi Cyfryngau Cymdeithasol

Yr argymhellion / penderfyniadau allweddol sydd eu hangen:

- Ystyried Polisi Cyfryngau Cymdeithasol newydd sy'n diweddu ac yn cryfhau'r canllawiau presennol ynghylch y cyfryngau cymdeithasol

Y rhesymau:

- Mae'r cyfryngau cymdeithasol yn cael eu hystyried yn faes risg canolig i'r awdurdod, ac felly mae'n destun archwiliad blynnyddol ffurfiol ac archwiliad anffurfiol bob chwe mis.
- Wrth i'r cyfryngau cymdeithasol gael eu defnyddio'n gynyddol at ddibenion personol a gwaith, mae'r polisi hwn yn ceisio egluro sut a pham y dylai staff fod yn gyfrifol ac yn ofalus wrth ddefnyddio'r cyfryngau cymdeithasol.
- Roedd datblygu Polisi Cyfryngau Cymdeithasol yn ganlyniad a argymhellwyd yn sgil archwiliad diweddar yn 2017/18.

Angen ymgynghori â'r Pwyllgor Craffu perthnasol

AMHERTHNASOL

Angen i'r Bwrdd Gweithredol wneud penderfyniad OES

Angen i'r Cyngor wneud penderfyniad NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Y Cyngorydd Mair Stephens (Technoleg Gwybodaeth) / Y Cyngorydd Emlyn Dole (Marchnata a'r chyfryngau)

Y Gyfarwyddiaeth: Adfywio a Pholisi

Wendy Walters

Awdur yr Adroddiad: Deina Hockenhull

Cyfarwyddwr Adfywio a Pholisi
Swyddi: Rheolwr Marchnata a'r Cyfryngau

Rhifau ffôn: 01267 224654

Cyfeiriadau E-bost:
DMHockenhull@sirgar.gov.uk

**EXECUTIVE SUMMARY
EXECUTIVE BOARD
2ND JULY 2018**

Social Media Policy

To consider a new Social Media Policy which updates and strengthens existing Social Media Guidelines.

- Social Media is considered an area of medium risk to the authority, and as such is subject to formal annual audit and informal six-monthly audit
- With increasing use of social media for work and personal purposes, this policy seeks to clarify how and why staff should exercise responsibility and caution when using social media
- Developing a Social Media Policy was a recommended outcome of an audit in 2017/18

DETAILED REPORT ATTACHED ?	YES
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www.sirgar.llyw.cymru
YOUR COUNCIL doitononline
www.carmarthenshire.gov.wales

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Wendy Walters

Director of Regeneration and Policy

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	YES	NONE	YES	YES	YES	NONE

2. Legal

This policy impacts on a number of existing policies, legislation and guidance relating to the management of data and information. These are referenced in point 10 and 11 of the draft policy. They include:

- Internet Usage and Monitoring Policy Version 2.0
- Social Media Best Practice Guidelines
- Part 5.4 – Officers Code of Conduct (Revised 14.06.2012)
- Information Security Policy v4.1
- Data Protection article 7 and 8.
- Behavioural Standards in the Workplace Guidance
- Equality and Diversity
- Covert Surveillance Policy
- Customer Complaints and Complaints Procedure
- Welsh Language Standards (No.1) Regulations 2015
- Close Personal Associations/ Relationships at Work Guidance
- Breaches of Security Policy
- The General Data Protection Regulation (GDPR) (EU) 2016/679

Advice from the Authority's legal department and data protection officer has been sought in development of this draft policy.

4. ICT

This policy impacts on a number of existing policies, legislation and guidance relating to the management of data and information. These are referenced in point 10 and 11 of the draft policy. They include:

- Internet Usage and Monitoring Policy Version 2.0
- Social Media Best Practice Guidelines
- Part 5.4 – Officers Code of Conduct (Revised 14.06.2012)
- Information Security Policy v4.1
- Data Protection article 7 and 8.
- Behavioural Standards in the Workplace Guidance
- Equality and Diversity
- Covert Surveillance Policy
- Customer Complaints and Complaints Procedure
- Welsh Language Standards (No.1) Regulations 2015
- Close Personal Associations/ Relationships at Work Guidance
- Breaches of Security Policy
- The General Data Protection Regulation (GDPR) (EU) 2016/679

Advice from the Authority's ICT department has been sought in development of this draft policy.

5. Risk Management Issues

Social media is classed a medium risk to the Authority. The development and adoption of a Social Media Policy was a recommendation of the most recent annual audit.

7. Staffing Implications

This policy impacts on all employees of the Authority and on a number of existing policies. These are referenced in point 10 and 11 of the draft policy. They include:

- Internet Usage and Monitoring Policy Version 2.0
- Social Media Best Practice Guidelines
- Part 5.4 – Officers Code of Conduct (Revised 14.06.2012)
- Information Security Policy v4.1
- Data Protection article 7 and 8.
- Behavioural Standards in the Workplace Guidance
- Equality and Diversity
- Covert Surveillance Policy
- Customer Complaints and Complaints Procedure
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- Close Personal Associations/ Relationships at Work Guidance
- Breaches of Security Policy
- The General Data Protection Regulation (GDPR) (EU) 2016/679

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Wendy Walters Director of Regeneration and Policy

1. Scrutiny Committee

2. Local Member(s)

3. Community / Town Council

4. Relevant Partners

5. Staff Side Representatives and other Organisations

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection