

**Social media policy**

**Introduction**
The Association of Notetaking Professionals uses the social media platforms WhatsApp as a means of informal communication amongst its members and to assist in the running and promotion of the association.

Members are invited to use the ANP’s social media to share good practice, support one another, keep updated with information and to circulate ideas and important information.

**Social media policy**
The following is a list of guidelines for social media use by ANP Members:

* **Transparency:** Be honest on social media and think about how others may be affected by your post. Do not post any false claims about our Association, or members, other organisations, clients or anyone that would be adversely affected by such a post.
* **Safety:** For the protection of the Association and its members, the ANP’s platforms are considered a safe space to discuss all information regarding notetaking. Therefore. it is requested that no members share, use or distribute information that is shared on the platforms to either harm a member’s reputation, advantage themselves in business or damage the reputation of the Association. It is important for the members to be able to share names of organisations for the sharing of good practice and knowledge and this information must not be shared or distributed for any other purpose off the platform.
* **Own your views:** Whilst we understand that the social media platforms are a good space to share information amongst its members the Association asks its members not to state any claims that cannot be fully substantiated. Negative information is welcomed as long as it is true and transparent. The committee reserves the right to ask for such evidence in cases of discrepancy and disagreements between members or outside organisations.
* **Confidentiality:** The ANP asks its members to be confidential and sensitive to information shared on its platforms. To ensure members adhere to GDPR members must request permission from clients to share or disseminate any information to other notetakers.

**Policy enforcement**

Any violation of this policy will be communicated to the Committee, confidentially and the Committee will decide what action to take. Members may be asked to leave the social media platforms or in the most extreme of cases, asked to leave the Association.

**More Information**

If you want to report a violation of this policy please contact one of the committee members as soon as possible with all the relevant information and evidence if possible.