

ALNWICK u3a FACEBOOK STATEMENT AND GUIDANCE

INTRODUCTION

Alnwick u3a run a Facebook Group which has two main purposes.

1 To inform u3a members who are in the group about upcoming meetings and events. This will only include information which the Facebook Administrator is aware of or which has been passed to her by group leaders.

2 To promote Alnwick u3a to other Facebook users in the local community who may be interested in joining our u3a at some time.

Anyone who uses Facebook is governed by the policies and procedures which exist across Facebook and the group is not covered by Alnwick u3a policies.

RULES

We have the following rules to govern what goes on in the Facebook group. Users of the Facebook Group are known as 'Group Participants'.

Posting Comments in the Group

For all our safety and privacy please refrain from posting any personal information on Facebook, such as, your or someone else's postal address, telephone number, mobile number or email address. Please also refrain from engaging in informal chats with friends or people you wish to communicate with.

If making comments, please be positive and kind. If you do not have anything positive to say, please say nothing.

Posting images

If posting images you will need to own the photos or have permission to use them, due to copyright law. If posting photos that include other people, please ask permission of the people involved before posting their photo on Facebook.

Irrelevant Posts

We want the group to be professional so please don't post irrelevant items to the group.

Advertising of products or services is **NOT ALLOWED**.

OTHER METHODS OF COMMUNICATION

Please note that the Facebook Group is an additional form of communication for Alnwick u3a members and you will continue to receive all the emails currently sent out by Group Leaders and the Committee.

The Website will continue to be the main source of up to date information about all meetings and events, along with other useful reference material, such as, u3a policies.

The Newsletter and the Members Welcome Pack will continue to provide you with a variety of useful and interesting information.

GUIDANCE FOR USING FACEBOOK

The Alnwick u3a Facebook Group is a public group and as such it is accessible to anyone, anywhere in the world. For this reason it is important for Group Participants to take action to protect themselves from unscrupulous people.

These are some of the things you can do to stay safe on Facebook.

- Protect your password. Don't share your login information and use a strong password.
- Set up additional security options for your account. You can enable two-factor authentication if you wish to.
- Be careful with links. Don't click suspicious links, even if they appear to be from a friend or company you know.
- Be selective with friend requests. Only accept friend requests from people you know personally.
- Adjust your privacy settings. Review your privacy settings often and make changes as needed. For example, you can turn off public search, set the audience for your posts to **friends only**, and disable the tag suggest feature.
- Report suspicious activity. Report anything that looks suspicious.

- Log out when you're done. Log out of Facebook when you're using a shared computer.
- Watch out for malicious software. Be aware of malicious software.

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