



POLICY	Issue: 2.0
Use of Social Media	Date: 20/03/2012

1 Policy Statement

1.1 The Civil Nuclear Police Authority and the Civil Nuclear Constabulary (hereafter referred to as the 'Authority') recognises the right of its employees (including contractors) to communicate freely through the use of social media sites (such as social networking sites, blogs online discussion forums, media sharing services (e.g. YouTube) and other internet self-publishing). However in order to maintain protection for its reputation and the protectively marked information/assets owned and entrusted to it, personnel when using social media sites must:-

- follow the same high standards of conduct and professional behaviour whilst online as would be expected of an Authority employee in any other working context, and
- always ensure that information which is personal, protectively marked, or 'sensitive', or which relates to operational security, is maintained to the standard expected and in line with Authority Security and Data Protection Policies.

2 Aims of the Policy

2.1 The aims of this policy are to ensure that;

- when using social media sites Authority employees maintain consideration for the protection of Authority interests;
- through use of social media, the reputation of the Authority is not adversely affected, and
- all Authority employees are aware of the risks associated through use of social media sites and from that their personal security responsibilities when doing so.

3 Background

3.1 The use of internet technologies, such as social media sites and sharing of content, continues to increase and their use by Authority employees cannot be discouraged, and is recognised as an important aspect of modern communication that benefits both the Authority and its employees.

3.2 Authority employees are encouraged to discuss their responsibilities but must be aware of the limits required in order to protect Authority and stakeholder security, reputation and privacy.

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4 Guidance

- 4.1 This guidance applies to all Authority personnel and appointed contractors. All such persons who use social media sites should make themselves aware of the dangers of social media through the Authority guidance documents; Managing the Risk from Online Social Networking – End User Guidance and Professional Standards Department document: Guidance for Police Personnel – Use of Social Networking Websites.
- 4.2 Consideration for the protection of Authority personal, operational and protectively marked information is of critical importance prior all social media ‘online’ engagement.
- 4.3 All reported breaches of security or conduct issues will be investigated by Inspection & Standards Department and may lead to disciplinary proceedings which could ultimately lead to dismissal or to civil or legal proceedings. For the use of social media sites a report that would constitute a breach of security or create a conduct issue could involve;
- the unauthorised disclosure of protectively marked or sensitive information which may threaten Authority operations;
 - an online discussion involving Authority employees which may impact on the reputation of the Authority or specific Departments;
 - an online discussion concerning progress with a case under the Authority’s misconduct, equal opportunities, bullying and harassment procedures, or one which contradicts the Authority’s Core Values;
 - ❖ **Respect:** We will show respect for each other, valuing individual differences and conduct our business fairly.
 - ❖ **Integrity:** We will continue to build trust through being open, honest and transparent, taking responsibility for our actions and doing what we say.
 - ❖ **Commitment to Excellence:** We will do the right things, deliver our promises and strive to provide service excellence in all we do.
 - ❖ **Investment in People:** We will invest in people as our most valued resource, creating opportunities to develop potential and learning from our experiences.
 - an online discussion which would result in the Authority being reported under Regulation 22 of the Nuclear Industries Security Regulations 2003, and
 - a release of information which may threaten the Authority’s capability to perform or maintain it’s mission statement.

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5 Human Rights and Equality

5.1 This policy has been assessed as having an 'Acceptable' level of impact upon Human Rights and Equality. The policy sets the standards of behaviour required of employees during their "non-work" time as well as work time. However such requirements of private time are objectively justifiable in the interests of Security and the reputation of the Authority.

The policy is implemented through the following management system documents:

- CNC/CD/0727 Managing the Risk from Online Social Networking – End User Guidance
- CNC/CD/0728 Guidance for Police Personnel – Use of Social Networking Websites

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