



Irish Amateur Wrestling Association

Website - www.irishwrestling.ie

Social Media Policy

1. Purpose of Policy

This policy sets out our position on social media must be read in conjunction with other policies. Particular attention is drawn to the bullying and harassment, computer and internet access, e-mail usage, data protection, communications and confidentiality policies, all of which are applicable to social media usage.

2. Scope of Policy

This policy on social media applies to all those engaged within IAWA including the Board, Committee members, Volunteers and contractors we engage with.

Social media is the collective term referring to social and professional networking sites (for example Facebook, LinkedIn), microblogs (such as Twitter), blogs, wikis, boards and other similar online mediums. This policy extends to all such sites and incorporates any future developments of such media. Breaches of this policy will be investigated and we retain the right to take disciplinary action, up to and including dismissal. This policy extends to future developments in internet capability and social media usage.

3. Policy

All IT resources are IAWA's property. IT resources are dedicated to achieving our business and sporting objectives. Inappropriate use is not acceptable and excessive activity is not permitted.

3.1 Personal Use

Personal use must not interfere with the organisations commitments.

A limited amount of personal use of the internet and social media is permitted on our equipment, provided the following rules are observed:

- Personal use must comply with the requirements and general principles of this policy and all other internet, computer, security and data protection policies.
- Unless expressly permitted in writing for your role, you must not use our name, logos, images or comment on our customers, clients or business.
- You must not access other people's accounts on such sites.

3.2 General Principles Regarding Usage

You must adhere to the following when engaging in social media.

- Be aware of your relationship with IAWA when using online social networks. You must always identify yourself and your role if you mention or comment on IAWA. Ensure your profile and related content is



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consistent with how you would present yourself with colleagues and clients.

- You must state clearly that any views expressed are your own and not those of IAWA. Wherever practical, you must use a disclaimer saying that while you are involved with IAWA, anything you publish is your personal opinion, and not necessarily the opinions of IAWA.
- You are personally responsible for what you post or publish on social media sites. Where it is found that any information breaches any policy, such as breaching confidentiality or bringing IAWA into disrepute, we reserve the right to bring disciplinary action against you.
- Be aware of data protection rules – you must not post someone’s details or pictures without their individual permission. Photographs of our events should not be posted online unless you have specific permission as part of your role to do so. Please see our Data Protection Policy for further guidance.
- Material in which IAWA has a proprietary interest – such as software, products, documentation or other internal information – must not be transmitted, sold or otherwise divulged, unless we have already released the information into the public domain. Any departure from this policy requires the prior written authorisation.
- Recommendations, references or comments relating to professional attributes, are not permitted to be made about members, athlete, stakeholders or customers on social media and networking sites.
- Once in the public domain, content cannot be retracted. Therefore always take time to review your content in an objective manner before uploading. If in doubt, ask someone to review it for you. Think through the consequences of what you say and what could happen if one of your colleagues had to defend your comments to anyone
- If you make a mistake, be the first to point it out and correct it quickly. You may factually point out misrepresentations, but do not create an argument.
- It is very important that you immediately report any inappropriate activity or behaviour regarding IAWA, or third parties particularly where minors (U18) are concerned. All allegations made in good faith will be fully and confidentially investigated. You are required to cooperate with all investigations of alleged policy violations.
- Always remember on-line content is never completely private.
- Regularly review your privacy settings on social media platforms to ensure they provide you with sufficient personal protection and limit access by others.



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- We reserve the right to utilise for disciplinary purposes any information that could have a negative effect on IAWA which we comes across in internet monitoring, or is brought to our attention by stakeholders, or members of the public, etc.
- All members are prohibited from using or publishing information on any social media sites, where such use has the potential to negatively affect IAWA. Examples of such behaviour include, but are not limited to:
 - Publishing material that is defamatory, abusive or offensive in relation to any, office holder, member, athlete, stakeholder, customer or client
 - Publishing any confidential or business-sensitive information
 - Publishing material that might reasonably be expected to have the effect of damaging our reputation or professional standing.
 - Publishing untrue statements about IAWA.

Enforcement

Non-compliance with the general principles and conditions of this social media policy and the related internet, e-mail, communications and confidentiality policies may lead to disciplinary action, up to and including dismissal.

This policy is not exhaustive. In situations that are not expressly governed by this policy, you must ensure that your use of social media and the internet is at all times appropriate and consistent with your responsibilities towards IAWA.

Monitoring of internet usage applies to personal use as well as normal business use.