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Summary: This document provides a simple policy on the use of social media, with some guidance and a disclaimer for users to post on the appropriate platform.

CIfA Policy and disclaimer for online communications

Website disclaimer

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Group websites

Our specialist interest groups and networks manage their own webpages, which are the responsibility of the Group committee members to update. Groups webpages represent the views and ideas of members of the specific group (unless otherwise stated), and are not representative of CIfA. Where posts are expressing opinion, those posting on behalf of groups must endeavour to represent a balanced opinion of the group committee.

We ask all CIfA groups to add the following disclaimer to group websites:

This webpage is linked to the CIfA xxxxxx Group. The website is managed by the CIfA xxxxxx Group committee, and Group committee members seek to ensure that the information published on its website is up to date and accurate. These webpages represent the views and ideas of members of the group (unless otherwise stated), and are not necessarily representative of CIfA.

Linked In, Twitter and Facebook Policy

The CIfA Linked in, Twitter account @InstituteArch and our Facebook page <https://www.facebook.com/groups/InstituteforArchaeologists/> are both managed by CIfA staff.

The Twitter and Facebook pages are open to all, and provide a platform for CIfA which is visible and accessible to all.

Our twitter statement: *The Chartered Institute for Archaeologists (CIfA) is the leading professional body for archaeologists in the UK and abroad.*

Our Linked In account is a closed group to members only.

All platforms will include information about: archaeology practice, methodology, relevant policy updates, sector news, relevant events and CIfA information.

Anyone who is a member of the Facebook group can post items to the page, although they will be moderated by CIfA staff.

Anyone who is a member of the Linked In group can post items.

CIfA is not responsible for the content of external websites. References and links to any such sites shall not be taken as an endorsement by the Institute of opinions expressed or services provided at those sites. This includes content on the Linked in, facebook and Twitter pages.

CIfA does not automatically follow/ like anyone who follows/ likes us. Being followed/ liked by CIfA does not imply an endorsement of any kind.

CIfA Groups Linked in, Twitter and Facebook Policy

Our specialist interest groups and networks manage their own social media platforms, which are the responsibility of the Group committee members to update. Groups twitter and Facebook pages represent the views and ideas of members of the specific group (unless otherwise stated), and are not representative of CIfA.

We ask all CIfA groups to add the following disclaimer to social media platforms:

This page/ group is linked to the CIfA xxxxxx Group. The website is managed by the CIfA xxxxxx Group committee, and Group committee members seek to ensure that the information published is up to date and accurate. This account represent the views and ideas of members of the group (unless otherwise stated), and are not necessarily representative of CIfA.

Shortened statement for twitter:

This account represents the views and ideas of CIfA XXXXX Group members, and are not necessarily representative of CIfA.