



Template policy for social media at Umeå University

Introduction

This policy document is intended for our users and should describe and illustrate the rules following Umeå University's social media channels. Please modify the policy according to the respective channel. Also, keep in mind the importance for the users to access the policy from the respective channel.

Delete or replace all grey text prior to publishing.

Policy for [name of social media channel]

1. Umeå University (UmU), through [the responsible department or equivalent], is in charge of the current running of [name of channel].
2. The purpose of the university's use of this medium is to [...].
3. The person responsible for this channel is [name and contact details].
4. UmU falls under the Principle of Public Access to Official Records. Messages to the university through this medium and messages from the university can therefore become official documents; meaning that the material becomes publicly accessible.
5. Any messages you submit can become accessible, in some cases to anyone wishing to read them.
6. Proceedings or matters of private character should not be discussed using this medium. Please contact us on [+46 xx xxx xx xx/name@umu.se] in case you have any such questions.
7. The person writing or submitting material has personal responsibility for the content.
8. If you submit personal details about yourself in a way that makes them publicly accessible to others than staff at the university, you are regarded as having approved of these details to be publicly accessible in this medium.
9. No offensive data, other people's personal data or information classified as secret may be published.
10. No illegal material is allowed. Including, but not limited to, inciting rebellion, agitation against an ethnic group, child pornography offense, unlawful depiction of violence or copyright infringement.
11. Users are requested to report any content in violation of this policy to [xxx].
12. Material and messages not following this policy will be removed without prior notice.
13. The University reserves the right to prevent a person or an IP address from using this medium in case of repeated violations of this policy. Persons banned from this service are kindly asked to use other means of communication with the university, for instance via phone or mail.

Please note! If cookies are used, we are obliged to inform the user of their existence, the reason for why they are used and how they can be prevented.