



Social Media & Messaging House Rules

IFA's social media and messaging channels are intended to provide a forum for sharing ideas and opinions regarding our work and our industry. All statements and materials posted by contributors and/or IFA officers and employees reflect the views of the individual contributors and do not reflect the views of IFA.

We encourage your participation on our social media and messaging channels, pages and accounts, but must ask that you respect IFA as well as other users on our channels, pages and accounts. By interacting with our channels, you agree to follow our house rules.

Please remember that when you do post to IFA social media and messaging channels the content is visible to all those who subsequently visit our channels or who are part of messaging groups. Be mindful not to share any personal contact details or more importantly any private information such as your IFA membership number. All private information should be shared via private means i.e., via email, phone call or via direct message.

We would advise against sharing contact information or membership information publically via the IFA social media and messaging channels. To ensure compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), we cannot engage in any social conversation with anyone other than the IFA member on member related issues or queries.

We expect all those who visit or engage with our social channels to do so in a respectful spirit, and we reserve the right to remove any content that we deem to be inappropriate, abusive, profane or in violation of these house rules.

Our social media and messaging channels will from time to time share links leading to websites which are not under the control of IFA. IFA will accept no responsibility or liability in respect of the material on any website that is not under the control of IFA.

IFA can take no responsibility for any material placed on or linked to our social media channels by any person or persons without authorisation.

IFA reserves the right to amend, correct or add to this social media communications policy at any time with or without prior notice.

What to Do:

- Please share your ideas and experiences
- Please be mindful of your tone
- Please do get involved
- Please follow the rules of the platform: [WhatsApp](#), [Facebook](#), [Twitter](#) and [YouTube](#).

What Not to Do:

To ensure that those coming using IFA's social media and messaging channels enjoy a



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positive experience, we ask that you do not post any content or comments (including photos and videos) that fall into any of these categories:

- Please do not post content that is obscene, violent, racist, abusive, defamatory, or otherwise offensive. We do not tolerate personal attacks.
- Please do not spam, attempt to phish, troll, or misrepresent yourself as someone else. This includes multiple or repetitive posts on the same general topic.
- Please do not post anything that infringes on the intellectual property, confidential information, or privacy rights of others without consent including where people are the focus of photographs

Please understand that any posts that appear to fall into any of the above categories, that we believe are not in accordance with the terms and policies of the social media and messaging sites concerned, or that we otherwise deem inappropriate for our social media and messaging communities will be deleted or hidden from the view of other users without prior notification. In addition, this may result in you being reported to the social media and messaging platform and/or banned from accessing our social media and messaging channels and accounts in the future.

We monitor all comments and posts and reserve the right to remove posts, in particular those posts that break these rules. Should you notice any posts or comments that you feel fall into the categories listed above, please contact us through private message or by email [here](#). Our team is online Monday-Friday: 9:30 am - 5:30 pm (GMT) and will endeavour to respond as quickly as possible.

IFA may change our house rules at any time. We are excited to have you in our digital communities and we look forward to your input.

IFA
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