

## THE USE OF FACEBOOK IN RDA



### FACEBOOK PAGES

These can be set up by RDA Groups to connect with their riders/drivers, volunteers and supporters.

Anyone who likes a page will get updates about the page, such as posts, photos or videos, in their news feed. If an RDA Group has a page it will need to be set up with an administrator(s) and effective admin controls in place. Anything posted on the page will need to be with the right permissions, mindful that once it is posted it can be seen and/or copied elsewhere.

Any post or photo put on the page by “visitors” must be controlled by the Administrator or Editor, so the settings need to be in place to do this; any post or photo is to be reviewed and approved before it is published.

If an administrator has any concerns they are able to hide or delete an individual’s comments, add a profanity filter, ban people or turn off reviews.

### FACEBOOK GROUPS

There are three types of Groups on Facebook – Open, Closed and Secret.

Open – anyone can join and everything is viewable by anyone on-line, including search engines.  
NOT SUITABLE FOR RDA.

Closed – An administrator must approve who joins and only group members can see posted content. However, posting to a closed group does not ensure privacy – it’s reliant on the members of the group protecting privacy e.g. there is nothing to stop them from screen printing or saving images and then passing them on outside of the group. Anyone is able to search and find a closed group, its description and who its members are.

SUITABLE FOR RDA GROUPS TO GENERALLY PROMOTE ACTIVITIES – BUT CARE NEEDED WHEN POSTING DETAILS OR PHOTOS OF INDIVIDUALS (must ensure correct permissions are provided and they are aware of limited privacy once posted).

IT’S GENERALLY BETTER TO SET UP A PAGE RATHER THAN A CLOSED GROUP.

Secret – An administrator must approve who joins and only current group members can see posted content and who is in the group. Only current and former members can search the group, see its name and description. This is the safest group for privacy, however, like with the closed group it is reliant on the members protecting each other’s privacy.

SUITABLE FOR INTERACTION WITHIN THE GROUP e.g. setting up a group for volunteers to get messages about session times etc – BUT CARE STILL NEEDED IF POSTING DETAILS OR PHOTOS OF INDIVIDUALS.

**Whichever social media tool is used, once anything is posted on-line, there is an opportunity for it to be copied and/or forwarded. Anyone giving consent to use photos or details MUST be made aware of this.**