

SPECIAL OLYMPICS BC POLICY MANUAL

Section: **COMMUNICATIONS**
Policy: **Providing Access Information for Website and Social Media Accounts**
Effective Date: September 8, 2015
Revised:
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The Special Olympics BC (SOBC) Provincial Office has the authority to make any and all changes it deems appropriate to the content or other elements of any website or social media account that is owned or operated by or on behalf of Special Olympics BC or any Local including the right to terminate such website or social media account. As such, each Local must provide to the Provincial Office with the information required to make changes to such Local's websites and public-facing social media accounts, including any Facebook content type representing the Local (e.g. a Page or Group), Twitter and YouTube accounts, and any other social media accounts established by or on behalf of such Local or with the purpose of representing such Local.

If a Local has its own website, it must provide the following to the SOBC Provincial Office (where applicable):

- (a) user ID/associated email and password for administrative and design access for the website itself
- (b) details of and login information for server hosting
- (c) site URL and login data for maintaining that URL

If a Local has one or more social media accounts, usernames and passwords with administrative control must also be provided. If a Local's Facebook Page is attached to an individual volunteer's account, the Local does not need to supply the login details for the individual's personal account, but must work with the SOBC Manager, Communications, to develop an alternate transferrable account to administer the Page immediately upon request.

Prior to initiating any social media account or website that represents Special Olympics, the Local must receive approval from the SOBC Manager, Communications

Each Local must provide the access information to SOBC for their website and social media accounts at the time initiated and provide prompt notice to SOBC of any changes to such access information. In addition, Locals must provide confirmation of this access information to SOBC along with their annual accreditation information.