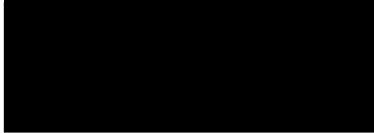




5 August 2019



Dear 

**Re: Official Information Act request – Staff members disciplined for social media use**

Thank you for your Official Information Act request of 16 July 2019 requesting information regarding disciplinary action taken against staff for social media use from January 2014 – 1 July 2019.

Waitematā is the largest district health board in New Zealand with a population of over 630,000 employing 7500 staff at four major facilities and over 80 community sites. We are a regional provider of child disability, forensic psychiatry, alcohol and addiction services and school dental services. We are a national provider of hyperbaric medicine and we have New Zealand’s largest secondary general medical department.

Our responses to your requests are as follows:

**1. The number of staff employed by the DHB who have been disciplined for their social media use during 2014, 2015, 2016, 2017, 2018 and in the year to July 1, 2019.**

Year (January to December)	Number of staff receiving disciplinary action
2014	Nil
2015	Nil
2016	Nil
2017	Nil
2018	Nil
2019 (To 1 July)	Nil

**2. A breakdown of what disciplinary action was sought in each case, for the above years.**

Year (January to December)	Breakdown of disciplinary action received
2014	Nil
2015	Nil
2016	Nil
2017	Nil
2018	Nil
2019 (To 1 July)	Nil

**3. The number of complaints the DHB received regarding staff members' social media use during 2014, 2015, 2016, 2017, 2018 and in the year to July 1, 2019.**

<b>Year (January to December)</b>	<b>Number of complaints the DHB received regarding staff members' social media use</b>
2014	Nil
2015	Nil
2016	Nil
2017	5
2018	1
2019 (To 1 July)	Nil

The complaints above relate to Facebook discussion about DHB matters including personal, equipment and patient events. All complaints in 2017 were investigated but were not found to merit disciplinary action. The complaint received in 2018 did not progress to formal investigation.

**4. A copy/copies of any DHB policy relating to staff social media use.**

A copy of the Waitematā DHB's Social Media Policy is attached.

Waitematā DHB, like other agencies across the state sector, supports the open disclosure of information to assist the public's understanding of how we are delivering publicly-funded health care. This includes the proactive publication of anonymised Official Information Act responses on our website from 10 working days after they have been released.

If you feel that there are good reasons why your response should not be made publicly available, we will be happy to consider them.

We hope this reply satisfies your request

Yours sincerely



Fiona McCarthy  
Director Human Resources  
Waitematā District Health Board

# Social Media

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## 1. Introduction

### This document

Establishes the policy relating to Social Media Usage within Waitemata District Health Board.

### Purpose

Waitemata DHB’s social media use enables engagement and conversation around improved, patient-centred care and services, the dissemination of public health information and is part of a talent attraction strategy for recruiting staff.

If used inappropriately, the same technology and resources may pose significant confidentiality and privacy risks to both the organisation and its employees and patients.

Social media can blur the boundaries between professional accountability and personal life. Not only is information posted online permanently archived, but once posted, it is out of individual control and can be easily shared with millions of people. Individuals need to know how to use these powerful digital tools responsibly and appropriately.

The purpose of this policy (the “Policy”) is to define acceptable conduct and practices for staff and affiliated partners, including contractors and consultants, using social media.

Due to the evolving nature of social media, Waitemata DHB may review this policy at any time in order to mitigate risk.

The intention of this policy is to promote positive use of social media and prevent the risk of individuals inadvertently damaging the organisation's brand or divulging confidential information. In the same vein, the DHB does not want to restrict people’s freedom of speech or inhibit social media dialogue.

This policy identifies for Waitemata DHB, its employees and contractors the expectations associated with using social media in and outside the workplace.

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## Social Media

### Scope

This social media policy is intended to guide individuals, such as Waitemata DHB staff members or Waitemata DHB affiliates (e.g. physician, student, researcher, volunteer, etc.) on how to interact with social media in a way that reflects and coincides with professional expectations.

The policy (and associated rules and documents) applies to:

- All individuals affiliated with Waitemata DHB, including, but not limited to staff, physicians, researchers, students, volunteers, patients, residents, family members, or members of the public.
- All types of social media websites, sharing of digital content, or means of mass communication, including, but not limited to the following:

Email, blogs, Twitter, Facebook, LinkedIn, Flickr, YouTube, Instagram, Foursquare, Vimeo, Pinterest, SnapChat, online forums, wikis, text messaging platforms such as Whatsapp and podcasts.

- Waitemata DHB's own official social media accounts including Facebook and Twitter.

This policy maintains the following principles:

- Promote positive and supportive health communication and collaboration focused on connection, interaction and communication between individuals.
- Promote appropriate social media usage which does not jeopardise the trust, public confidence in, or reputation of Waitemata DHB, healthcare professionals, staff or individuals associated with Waitemata DHB.
- Ensure that social media policy conform to industry, professional colleges and commonly accepted standards and best practices.
- Ensure appropriate and responsible use of social media in accordance with existing Waitemata DHB policies (see policies listed in this document) and New Zealand legislation protecting privacy, governing publicly funded health and disability services, and digital communications.

## 2. Definitions: Terms and abbreviations

Term/ Abbreviation	Description
Social Media	The use of web-based and mobile technologies that allow people to connect, communicate and interact in real time to share and exchange information / interactive dialogue Social media sites include the following: (but is not limited to) <ul style="list-style-type: none"> <li>• Social networking sites (e.g. LinkedIn, Facebook, Google Plus etc.)</li> <li>• Social sharing sites (e.g. YouTube, SlideShare, Flickr, Instagram, SnapChat, Vimeo etc.)</li> <li>• Forums and discussion boards</li> <li>• Blogs</li> <li>• Microblogging sites (e.g. Twitter etc.)</li> </ul>
Waitemata DHB	Waitemata District Health Board – including all remote sites and services.
hA	healthAlliance – including all sites and services.
Internet	The term "Internet" refers to the global network of publicly accessible computers linked using the Internet Protocol standard.
World Wide Web (WWW or Web)	The terms "World Wide Web" and "Web" refer to Internet servers accessed via the Hyper Text Transfer Protocol (HTTP)
Email	An electronic message transmitted via the internet
IS	Information Services (also know as IT or hA IS)
Spam	Unsolicited bulk email
Staff	All officers, directors, employees, contractors, consultants, physicians, healthcare professionals (e.g. nurses, physiotherapists, occupational therapists, respiratory therapists), students, volunteers and other service providers engaged by the organisation.

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Confidential information	Includes information and data, in any form or medium, relating to Waitemata DHB, its business, operations, activities, planning, patients, personnel, labour relations, suppliers and finances that is not generally available to the public and information that is identified as Confidential Information in accordance with Waitemata DHB policies.
Personal Information	Any recorded information about an identifiable individual (including, but not limited to patients, residents, tenants, volunteers, students, staff, physicians or members of the public), but it does not include business contact information (business contact information is information such as a person's title, business telephone number, business address, email or facsimile number).
Identifiers	Any information including, but not limited to name, date of birth, phone/fax number, email address, social security number, National Health Index (NHI) number, health plan beneficiary number, account numbers, certificate/license numbers, vehicle identifiers and serial numbers including license plate numbers, device identifiers and serial numbers, web universal resource locators (URLs), internet protocol (IP) address numbers, biometric identifiers including finger and voice prints, full face/partial photographic images, or any other unique identifying number, characteristic or code.
Publish	This refers to posting, commenting and sharing information online. When you hit "Enter" your message will be published in the digital world. Even after it is deleted, it is still traceable.
Offensive material	Any material (including but not limited to images, graphics, videos, sound files, texts, documents or emails) that are or could be deemed offensive or inappropriate. Including but not limited to: <ul style="list-style-type: none"> <li>• Pornographic / sexual explicit material</li> <li>• Sexist material</li> <li>• Insulting material</li> <li>• Homophobic material</li> <li>• Racist or religiously intolerant material</li> <li>• Harassing, bullying or threatening material of any kind.</li> </ul>

### Authorised spokespeople and affiliated accounts

- Staff interested in participating in social media for work-related purposes must have platforms and engagements on behalf of the DHB approved by the Waitemata DHB Communications Department.
- Official social media platforms must visibly display the Waitemata DHB logo in the "About" or "Information" sections on the platform.
- Waitemata DHB reserves the right to monitor, edit and remove inappropriate information or contributions to corporate social media or any content that breaches the stated terms and conditions of the profile.
- Using social media for work purposes should form part of a larger communications plan including a benefit and risk assessment, appropriate resourcing and commitment.
- Please consult with the Waitemata DHB Communications Department if you have questions regarding social media or have content for the corporate channels.

## 3. Responsibilities

### 3.1 Organisation

The organisation is responsible for:

- Defining, approving and updating social media policies.
- Ensuring privacy compliance is defined for monitoring and auditing usage.

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- Ensuring that appropriate promotion of the policy is undertaken to increase awareness of professional expectations.
- Ensuring complaints about content on any DHB social media profile or websites are managed in compliance with the Harmful Digital Communications Act.

### 3.2 Staff

Staff, contractors and consultants are responsible for:

- Knowing and following Waitemata DHB's social media policy and understanding expectations of acceptable and unacceptable online behaviour related to social media use during work hours and outside of work hours.
- Understanding confidentiality, privacy and acceptable use policies.
- Being responsible for protecting their accounts or mobile devices; changing passwords frequently, never sharing them with anyone, and remembering to log-out after use.
- Ensuring that information provided about Waitemata DHB or its affiliated partners is factual, respects obligations to patient privacy and done so with appropriate authorisation outlined in this policy.
- Being clear that it is your opinion when stating comments or opinions and not claiming or implying to speak on behalf of the DHB or in your capacity as a DHB employee.
- Contacting the Communication Department if you see content that questions the DHB's credibility or that breaches privacy and confidentiality.
- Maintaining productivity if accessing social media at work. Individuals must prioritise time for patients and DHB-business to maintain a high level of safe, quality patient-centred care.
- Being honest and thoughtful before posting, and respecting the online community.
- Being aware that individuals may ask for medical advice if you identify yourself as a health care professional online. Do not give medical advice, or comment on/reveal client/patient personal information online. Refer the individual to the appropriate resource.

### 4. Prohibited activity

Staff, contractors and consultants are not permitted to:

- Use social media on the DHB's behalf for personal or monetary gain.
- Express personal views that conflict with Waitemata DHB policies or government legislation.
- Defy any government legislation e.g. Harmful Digital Communications Act, Copyright Act, Privacy Act etc.
- Express derogatory, inflammatory or offensive remarks.
- Distribute offensive material or images of patients or visitors who have not given their written consent.
- Disclose confidential patient or partner information.
- Start an account on behalf of the DHB or an individual DHB department which could lead the public to believe it is an official DHB channel.

Doing so will be considered serious misconduct and may result in disciplinary consequences including termination in appropriate cases. For more on actions relating to breach of policy see appropriate section at end of this document.

Waitemata DHB reserves the right to request that certain subjects are avoided, or withdraw, or require the withdrawal of, certain posts, and remove inappropriate comments on official platforms. Content submitted for posting to official platforms that is deemed not suitable by the Communications Department will be withheld.

#### Ethical and legal considerations

- Staff have a professional and ethical obligation to protect the public as outlined by their respective association or college's standards of practice.

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- Staff members have a legal obligation to protect confidential and personal information as per the Health Information Privacy Code, Privacy Act and employment agreements.
- Staff members are legally responsible for their online postings. Individuals need to be aware of legal considerations and risks regarding content, copyright infringements, intellectual property, disclosure laws, fair use, inaccurate information, defamation, victimisation, discrimination, harassment, or any other applicable law.
- Staff must not post confidential or copyrighted data.
- Beware of copyright infringements when posting content.

### 5. Security and confidentiality

- Waitemata DHB staff or affiliated partners, including contractors and consultants, are not permitted to share work-related, commercially or clinically-sensitive material or information through any web page, internet site, 'blog' page or social media tool.
- For security reasons, staff, contractors and consultants are not permitted to post photos of ID badges where names and ID numbers are visible.
- Posting photographs and videos taken inside Waitemata DHB wards, offices and other facilities is not permitted unless approval has been sought and received in advance from the Communications Department.
- All new employees sign a confidentiality agreement when starting employment with Waitemata DHB. This is kept on file. This confidentiality agreement applies to all professionally-related activity and information including conversations and engagement online.
- Internet postings must not disclose any information that is confidential or proprietary to the DHB or to any third party that has disclosed information to the DHB.
- Do not post comments or pictures with identifiers, such as names, contact information, diagnosis, history, vital signs, medications etc., or any other such information that would allow a specific person to be identified.
- Details or pictures about a patient, resident, or family can be released to social media only with the signed consent from the individual or adult guardian.
- Staff interviewed or photographed inside a Waitemata DHB facility for social media purposes should be made aware he or she is being interviewed or photographed for this purpose and given the opportunity to formally consent or decline.

#### 5.1 Privacy

- The same privacy rules apply for social media as in the workplace.
- Consider how your use of social media could affect your relationship with your patients.
- Privacy for yourself – be aware and protect your own private information online.
- Do not use or post Waitemata DHB emails on social media, and do not use Waitemata DHB email accounts to create online accounts, unless approved by the organisation as official DHB accounts.
- Ensure that privacy settings on your private social media accounts are set to a personal or high level, and only add contacts that you personally know.
- Organise your contacts appropriately. Some individuals are better suited for professional groups, (e.g. LinkedIn), whereas others for social groups, (e.g. Facebook).
- Do not 'friend' patients on social networks. Staff in patient care roles should not initiate or accept friend requests.
- There is no such thing as "private" social media – posted content can be copied, pasted or forwarded to anybody.

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### 6. Credibility and accuracy

- Be able to support yourself by double-checking information and sources before posting online. This is easier than issuing a retraction for misinformation later, and maintains professional credibility.
- If you are uncertain about how to address a professionally-related question posed to you, it's best to say that you're not sure, and refer to your manager or a member of the Communications Department for assistance.
- As a general principle, speak with authority about the things that you are knowledgeable about and avoid those you are not.

### 7. Monitoring and disclosure

- Social media access may be provided as a business tool – Waitemata DHB is entitled to access and monitor all information about use, and any material, or information about material, generated or accessed by their employees on Waitemata DHB systems.
- Waitemata DHB can be required to disclose information to law enforcement, regulatory agencies, under Official Information Act 1982 requests, and discovery actions in litigation. Please note that Official Information Act and e-discovery laws and policies apply to social media content and therefore content must be managed, stored and retrieved to comply with these laws.
- Waitemata DHB Senior Management & HR can request any information about an individual employee. Internal requests for security, internet or email usage investigations should be submitted to IS utilising the Security Investigation process and form.
- No employee should have any expectation of privacy as to his or her social media usage within the DHB premises and using DHB owned computers or other hardware. IS staff may review activity and analyse usage patterns, and they may choose to pass this information to the appropriate DHB management to ensure that resources are being used appropriately at all times. Waitemata DHB reserves the right to monitor use of social media within the workplace and work time and when accessed using DHB-owned resources.
- Waitemata DHB has moderators (based in the Communications Department) that monitor and respond to social media commentary as appropriate. In this manner, the organisation may become aware of personal social media use that conflicts with staff policy act accordingly.
- Waitemata DHB requires that social media content be recorded and archived when a social media transaction:
  - is required to support a legal, compliance or regulatory request or defence
  - relates to a distressed user
  - relates to a direct and formal complaint
  - relates to a breach in social media policy, with potential legal liability stemming from the misuse of social media.

### 8. Professional expectations

Regulating Agencies have clear codes of conduct in relation to social media. Professionals should also comply with these expectations, including:

- Knowing and following Waitemata DHB's social media policy and understanding expectations of acceptable and unacceptable online behaviour related to social media use during work hours and outside of work hours.
- Understanding confidentiality, privacy and acceptable use policies.
- Being personally responsible for content posted online and using social media appropriately and at personal discretion.
- Being responsible for protecting your accounts or mobile devices; changing passwords frequently, never sharing them with anyone, and remembering to log-out after use.

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- Ensuring that information provided about Waitemata DHB or its affiliated partners is informed, factual and with due authorisation.
- Keeping online communications brief, factual and objective.
- Reiterating that it is your opinion when stating comments or opinions and not claiming or implying that you are speaking on behalf of the DHB.
- Contacting the Communications Department if you see content that questions the DHB's credibility or that breaches privacy and confidentiality.
- Using suitable communications channels for discussing, sharing, or reporting workplace issues, instead of publicly online.
- Maintaining productivity if accessing social media at work. Individuals must prioritise time for patients and DHB-business to maintain a high level of safe, quality patient-centred care.
- Being considered and thoughtful before posting, and respecting the online community.
- Being aware that individuals may ask for medical advice if you identify yourself as a healthcare professional online.
- Not giving medical advice, or commenting on/revealing client's personal information online. Refer individual to appropriate resource.
- Not using social media or electronic communication to build or pursue relationships with patients or service users.
- Not discussing colleagues in public places or on social media. This caution applies to social networking sites, e.g. Facebook, blogs, emails, Twitter and other electronic communication mediums.
- Being aware of professional boundaries and ensuring communication via text is not misinterpreted by the health consumer or used to build or pursue personal relationships.
- Maintaining a high standard of professional and personal behaviour when social media and electronic forms of communication are used. The way you conduct yourself, post and interact online affects the reputation, confidence and trust of your profession.
- Being smart – "Liking" or otherwise endorsing an individual's disrespectful comment can be viewed as the equivalent of posting the comment yourself.
- If engaging on a social/personal level with individuals, end professional responsibilities and communicate this fact.
- Exercising control and avoiding "reacting" immediately if you read something that angers you online. Content online is archived forever, even if you delete it.

### 9. Offensive material

- Employees must not download, view or post offensive, obscene, insulting, harassing, sexist, pornographic or otherwise inappropriate messages, content, files or pictures when using DHB owned resources or when clearly identified as a Waitemata DHB employee or are acting in their capacity as an employee of Waitemata DHB and using resources owned by Waitemata DHB. This may be regarded as serious misconduct under Waitemata DHB's Discipline and Dismissal policy.
- The display of any kind of offensive material on any Waitemata DHB system constitutes a violation of organisational policy. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using Waitemata DHB networks or computing resources, including local drives.
- hA (in discussion with the DHBs) reserves the right to block access to potentially inappropriate web sites.

### 10. Passwords and access

Refer Internet and Email policy

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### 11. Harmful Digital Communications Act

The DHB has obligations under the Safe Harbour provisions for content hosts under the Harmful Digital Communications Act. The Act requires that all hosts of websites or apps that people can post to are legally responsible for the content posted by others unless the Safe Harbour provisions in the Act are followed.

The Safe Harbour provisions provide that a host will not be liable for harmful material posted on its site if it has a clearly indicated process for people to complain about content and a process for managing complaints which ensures they are responded to within specified timeframes.

The moderator of any official DHB social media platform must complete the following steps if a complaint is received about content posted by either the DHB or by a third party:

1. When a complaint about harmful or illegal content is received on social media the moderator needs to:
  - remove the material immediately if it breaches the stated terms and conditions on the platform
  - or:
  - take out the personal information, unless the person who made the complaint says the DHB can pass it on, and
  - send a copy to the author of the content as soon as possible, within 48 hours of receiving it
2. Tell the author:
  - they have to respond within 48 hours if they want to send a counter-notice and
  - what information they need to put in a counter-notice  
<http://www.justice.govt.nz/policy/criminal-justice/harmful-digital-communications/safe-harbour-complaints-process>
  - if the DHB can't contact the author after making reasonable efforts to, the content will be removed within 48 hours of receiving the initial complaint.
3. If the author responds within 48 hours of receiving the complaint notice, and says they agree to the content being removed the DHB is required to remove it as soon as possible.
4. If the author doesn't agree to the content coming down, the DHB must decide whether to remove it anyway.
5. If the content remains online, the DHB must advise the person who made the complaint what the author decided.
6. If the author doesn't respond, the DHB has to remove the content 48 hours after sending the author a copy of the complaint.

Details about the safe harbour provision and the complaints handling process are outlined in sections 23 to 25 in the Harmful Digital Communications Act 2015

### 12. Comment policy

#### Authorisation to comment

Employees, contractors and consultants should neither claim nor imply that they are commenting on any social media platform on the DHB's behalf unless authorised to do so by their General Manager and the Communications Department. The DHB reserves the right to request that certain subjects are avoided, the withdrawal of certain posts and removal of inappropriate comments when made by persons claiming to be and clearly identified as employees of the DHB.

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Staff should consider whether it is appropriate to identify as Waitemata DHB employees or contractors/consultants on their personal social media profiles to avoid their social media comments or activity being associated with the DHB.

Social media postings should not include DHB logos or trademarks unless permission is granted by the Communications Department.

### Capacity to comment

Members of staff who are spokespeople for professional or employee associations or groups may make statements to express the views of their organisations. In doing so however, they must clearly state that they are communicating in the capacity of those associations and groups and not as employees of Waitemata DHB, nor may they associate Waitemata DHB with them.

### Individual rights and care of association

Waitemata DHB, as a state-owned organisation, must remain and be seen to be apolitical.

While the DHB affirms the right of any staff member to be a member of any professional, political or employee organisation in their own time and to speak on their own behalf, they should take care not to associate Waitemata DHB with their individual views on social media.

### Commenting on official Waitemata DHB social media pages

Waitemata DHB social media pages (such as LinkedIn, Facebook, Twitter) have been created to encourage open discussion about issues important to our population. Everyone who posts in their capacity as an employee of Waitemata DHB must honour the following terms of use when commenting on these platforms.

- No foul, discriminatory, defamatory, libellous or threatening language.
- No invasion of privacy; no racially, ethnically, homophobic or otherwise objectionable language.
- Do not post material in violation of trademark or copyright laws or other laws.
- Comments should be relevant to the post.
- Attacks that identify individuals, companies, unions or other organisations.
- No spam, flooding, advertisements or solicitations.
- That posts adhere to the site owner's terms and conditions of use
- Failure to adhere to these terms of use will result in access being blocked from posting on the Waitemata DHB social media profiles administered by the DHB
- When contributing to blogs or other social media pages DHB employees, students, volunteers, locums and contractors should not make comments which could bring them, their profession or the DHB into disrepute.

Our participation terms of use as posted on our social media accounts:

*This is a place to discuss Waitemata DHB - our initiatives, services, culture, and news – and to foster our growing online community and for you to share your views. We welcome you to leave comments, images, videos and links and to share our content.*

*We understand that many people are passionate about healthcare – a passion we share. We expect that participants post content and commentary that is constructive, relevant and respectful - and reserve the right to moderate any posts that don't meet our terms of use and to exclude anyone who violates them.*

*The following terms of use are in place to promote a quality online environment for people that engage with us online.*

*We do not tolerate the following content:*

- *Profane, defamatory, offensive or violent language*
- *'Trolling', or posting deliberately disruptive statements meant to throw comment threads and discussions off-track*

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- No attacks that identify individuals, companies, unions or other organisations
- Any comments meant to harass, threaten or abuse an individual
- Discriminatory comments regarding race, ethnicity, religion, gender, disability, sexual orientation or political beliefs
- Spam or link baiting (embedding a link in your post to draw traffic to your own site)
- Violations of copyright or intellectual property rights
- Content that relates to confidential or business information
- Content determined to be inappropriate, in poor taste, or otherwise contrary to the purposes of our page
- Personal promotion or the promotion of commercial products, services or brands
- Any content which breaches the confidentiality of our patients, their relatives, staff or other individuals.

If you would like to share your experience of our services we recommend contacting our customer service team on [feedback@waitematadhb.govt.nz](mailto:feedback@waitematadhb.govt.nz)

If you would like to complain about content you have seen on this page please send us a direct message via Facebook or Twitter and we will respond within 48 hours.

Postings or external links to our page do not necessarily reflect the opinions of Waitemata DHB.

### 13. Breach of policy

Any breach or suspected breach of this policy or any of its components must be reported to the relevant Human Resources Manager who will liaise with the hA IS Security Team.

Disciplinary action may be taken for any breach of this policy including minor breaches of a persistent or repeated nature (which will in appropriate circumstances may be treated as serious misconduct) as per the relevant Discipline & Dismissal Policies.

- Individuals need to be mindful of the ethical and legal implications that inappropriate use of social media can have. Failure to use social media appropriately may result in serious disciplinary measures from the organisation or regulating college, up to and including termination of employment, the right to practice, or legal action.
- Waitemata DHB expects all staff to conduct themselves to the highest standards with respect to ethical and professional behaviour amongst themselves and with clients, patients, residents and other members of the public.
- Waitemata DHB is entitled as an employer to assess relevant information and communication, including social media, when conducting an investigation into the conduct of its employee.
- Waitemata DHB is entitled as an employer to assess relevant information and communication, including social media, when conducting an investigation into the conduct of its employees, particularly where employee safety is a relevant concern.

### 14. Reference information

Other documents relevant to this policy/process/procedure are listed below:

Type	Title
NZ Legislation	<ul style="list-style-type: none"> <li>• New Zealand Public Health and Disability Act 2000</li> <li>• Privacy Act 1993</li> <li>• Official Information Act 1982</li> <li>• Public Records Act 2005</li> <li>• Trademark Act 2002 and Copyright Act 1994</li> <li>• Employment Relations Act 2000</li> <li>• Harmful Digital Communications Act 2015</li> </ul>

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## Social Media

<p>Organisation Policy &amp; Procedure</p>	<ul style="list-style-type: none"> <li>• Discipline &amp; Dismissal Policy &amp; Procedure</li> <li>• Information Security</li> <li>• Information Security Policy (Waitemata DHB)</li> <li>• Communications Policy</li> <li>• Internet and Email Use Policy</li> <li>• Information Management Policy</li> <li>• Confidentiality agreements for staff and contractors</li> <li>• Health Information – Privacy policies</li> </ul>
<p>Professional Guidelines</p>	<ul style="list-style-type: none"> <li>• Regulating Agency professional statements e.g. Nursing Council of New Zealand – Code of Conduct and Professional Boundaries; Nursing Council of New Zealand (2012), Guideline: Professional Boundaries and Nursing Council of New Zealand (2012), Guideline: Social media and electronic communication.</li> <li>• Medical Council professional statements</li> <li>• Midwifery Council professional statements</li> </ul>
<p>Reference Documents</p>	<ul style="list-style-type: none"> <li>• <b>Auckland DHB social media policy</b></li> <li>• Social media and the nursing and applied health professions: a guide to online professionalism for nurse and nursing students which is applicable to allied health professions <a href="http://www.nzno.org.nz/services/resources/publications">www.nzno.org.nz/services/resources/publications</a></li> <li>• Social media and the medical profession: a guide to online professionalism for medical professionals and medical students</li> <li>• Nursing Council guide - <a href="http://nursingcouncil.org.nz/News/New-guidelines-for-nurses-on-social-media">http://nursingcouncil.org.nz/News/New-guidelines-for-nurses-on-social-media</a></li> <li>• Social media in government: a hands on toolbox <a href="http://www.webtoolkit.govt.nz/files/Social-Media-in-Government-Hands-on-Toolbox-final.pdf">www.webtoolkit.govt.nz/files/Social-Media-in-Government-Hands-on-Toolbox-final.pdf</a></li> <li>• Social media in government: high level guidance <a href="http://www.webtoolkit.govt.nz/files/Social-Media-in-Government-High-level-Guidance-final.pdf">www.webtoolkit.govt.nz/files/Social-Media-in-Government-High-level-Guidance-final.pdf</a></li> <li>• Office of the Auditor General: Learning from public entities' use of social media <a href="http://www.oag.govt.nz/2013/social-media">http://www.oag.govt.nz/2013/social-media</a></li> <li>• Ministry of Health Social Media Page <a href="http://www.health.govt.nz/social-media">http://www.health.govt.nz/social-media</a></li> <li>• Mayo Clinic Social Media Policy <a href="http://sharing.mayoclinic.org/guidelines/for-mayo-clinic-employees/">http://sharing.mayoclinic.org/guidelines/for-mayo-clinic-employees/</a></li> <li>• Ministry of Justice <a href="http://www.justice.govt.nz/policy/criminal-justice/harmful-digital-communications/safe-harbour-complaints-process">http://www.justice.govt.nz/policy/criminal-justice/harmful-digital-communications/safe-harbour-complaints-process</a></li> </ul>

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