



Social Media Policy

Adopted 1/3/19

Purpose

The social media policy sets ground rules for Great Falls Development Authority (GFDA) digital platforms.

General Policy

1. GFDA Social Media sites will be clearly identified as being by GFDA and/or its affiliates. GFDA Social Media sites should link back to the official Great Falls Development Authority and affiliate website(s) for forms, documents, online services, and other information necessary to conduct business with the GFDA. GFDA's websites will remain GFDA's primary and predominant Internet presence.
2. GFDA affiliate is considered to be High Plains Financial.
3. Designated Social Media Administrators will post and monitor content on GFDA Social Media sites to ensure adherence to GFDA's mission, vision, and values, Social Media Policy, and the overarching interest and goals of the GFDA.
4. GFDA reserves the right to restrict or remove any content at any time. Administrators will remove content that is deemed negative to GFDA's mission, is in violation of this Social Media Policy, or in violation of any applicable law.
5. All GFDA Social Media sites shall adhere to applicable federal, state and local laws, regulations and policies.
6. GFDA Social Media sites are subject to the Montana Public Records Act. Content maintained in Social Media format that is related to GFDA business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure. For Public Records Act requests, please contact GFDA President/CEO directly.
7. Employees representing GFDA via Social Media sites must conduct themselves at all times as a representative of GFDA and in accordance with all GFDA policies.
8. GFDA Social Media sites, postings and content conducted in conjunction with partners will conform in all aspects to this policy.
9. This Social Media Policy may be revised at any time by action of GFDA's Board of Directors.