

NALA social media policy

About this document

This document outlines NALA's policy for Twitter, Facebook and LinkedIn.

Twitter

If you follow the @nalaireland Twitter account you can expect regular tweets about:

- information related to adult literacy, numeracy and digital skills;
- new or updated content on our website;
- new publications; and
- events that NALA is hosting or participating in.

Privacy policy

NALA's Twitter account is hosted by Twitter. You participate at your own risk and must take personal responsibility for the content of your tweets. For more information, please read <u>Twitter's privacy policy</u>.

Feedback

We welcome tweets, comments and direct messages from our followers. However, we may not always be in a position to reply to tweets, comments and direct messages

Contacting NALA

Sending a message via Twitter will not be considered as contacting NALA for official purposes and we will not be obliged to respond to requests for information through

Twitter. If you need to contact NALA, please see our <u>contact details</u> or email us at <u>info@nala.ie</u>

Following NALA

If you follow @nalaireland, we will not automatically follow you back. Our decision to follow a Twitter account does not imply endorsement.

Personal or offensive information

Please do not include personal or private information in your tweets to us. We retain the right to remove comments or content that includes inappropriate or offensive material.

Retweets

Our decision to retweet a tweet does not imply endorsement.

Hours of operation

We will normally update and monitor our Twitter account during office hours, Monday to Friday. However, we may occasionally update our Twitter account out of office hours.

Facebook

If you follow the @nalaireland Facebook account, you can expect regular posts about:

- information related to adult literacy, numeracy and digital skills;
- new or updated content on our website;
- new publications; and
- events that NALA is hosting or participating in.

Privacy policy

NALA's Facebook account is hosted by Facebook. You participate at your own risk and must take personal responsibility for the content of your posts. For more information, please read <u>Facebook's privacy policy</u>.

Feedback

We welcome comments and messages from our followers. However, we may not always be in a position to reply to individual comments and messages.

Contacting NALA

Sending a message via Facebook will not be considered as contacting NALA for official purposes and we will not be obliged to respond to requests for information through Facebook. If you need to contact NALA, please see our <u>contact details</u> or email us at <u>info@nala.ie</u>

Personal or offensive information

Please do not include personal or private information in your posts. We retain the right to remove comments or content that includes inappropriate or offensive material.

Endorsements

The presence of any advertisement on Facebook is not an endorsement of the authenticity or quality of the goods, services or website and NALA will not be held responsible for any claims arising in that respect.

Hours of operation

We will normally update and monitor our Facebook account during office hours, Monday to Friday. However, we may occasionally update our Facebook account out of office hours.

LinkedIn

If you follow NALA's LinkedIn page, you can expect regular posts about:

- information related to adult literacy, numeracy and digital skills;
- new or updated content on our website;
- new publications; and
- events that NALA is hosting or participating in.

Privacy policy

NALA's LinkedIn account is hosted by LinkedIn. You participate at your own risk and must take personal responsibility for the content of your posts. For more information, please read <u>LinkedIn privacy policy</u>.

Feedback

We welcome comments and messages from our followers. However, we may not always be in a position to reply to individual comments and messages.

Contacting NALA on LinkedIn

Sending a message via LinkedIn will not be considered as contacting NALA for official purposes and we will not be obliged to respond to requests for information through LinkedIn. If you need to contact NALA, please see our <u>contact details</u> or email us at <u>info@nala.ie</u>

Personal or offensive information

Please do not include personal or private information in your posts. We retain the right to remove comments or content that includes inappropriate or offensive material.

Endorsements

The presence of any advertisement on LinkedIn is not an endorsement of the authenticity or quality of the goods, services or website and NALA will not be held responsible for any claims arising in that respect.

Hours of operation

We will normally update and monitor our LinkedIn account during office hours, Monday to Friday. However, we may occasionally update our LinkedIn account out of office hours.