

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:
Date: August 24, 2020

Signature on File
Elfriede Roman, Superintendent

I. SUBJECT: SOCIAL NETWORKING AND PRIVACY LAWS

II. PURPOSE:

To explain the usage of individuals that the Board serves and social networking web sites.

III. REFERENCE:

Ohio Revised Code (ORC) Section 5126.044 and the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

LCBDD/DEEPWOOD B-13, Equal Employment Opportunity

LCBDD/DEEPWOOD B-19, Prohibition of Sexual Harassment and Other Unlawful Harassment

IV. DEFINITIONS:

A. Social Networking:

Any publicly accessible site where open communication is common. i.e. Facebook, MySpace, Indeed, LinkedIn, Twitter. Also included in this is any public or private email system. Blogs, web forums and chat rooms are also considered “public.”

B. Publish:

The posting of information or pictures of the individuals that the Board serves on any location accessible by the general public. The representation of the Agency in any form.

C. Transmission of Data

All data that is composed and transmitted with information about any of our individuals without proper consent is deemed illegal and is a direct breach in policy of the Agency.

D. Proper Consent:

A legal document (Agency Image Consent form) signed by the appropriate person

whether it be the individual, a legal guardian or legal parent stating explicitly the means specified in that consent, for the information identified in the consent.

V. POLICY:

- A.** Unless directed otherwise, in writing, employees may not access, read, post or monitor social networking media while at work.
- B.** Employees may not post or publish information about the individuals served by the Agency without proper consent from the individual, his/her parent or guardian and the agency. This includes images of individuals, information about the lives, activities, moods, diagnoses and habits of the individuals.
- C.** Employees may not post or publish information about the Agency or its employees that are knowingly untruthful, in violation of law or in violation of an Agency Policy or Procedure. Employees are directed to seek the express consent of the superintendent for all other Agency information published.
- D.** Employees may not post comments or displays about coworkers, supervisors, individuals & families, or LCBDD that are vulgar, obscene, threatening, intimidating, harassing, or a violation of LCBDD's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, gender, gender identity, ethnicity, nationality, disability, military/veteran status, or other protected class, status or characteristics.
- E.** Employees may not post unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against LCBDD. Unprofessional communication also includes that which LCBDD could demonstrate has a substantial risk of negatively affecting LCBDD's reputation, mission, or operations, such as slander, defamation or other legal cause of action.
- F.** Employees may not use work time to blog, tweet, email, text or otherwise engage in or read communications that are unrelated to performing their job duties.

VI. DISTRIBUTION:

All Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President

V. REVIEWED:

8/20, 8/18, 8/18, 8/16, 8/15, 8/14, 8/13, 8/12, 8/10