

Australia Social Media Checklist



About LexisNexis® Regulatory Compliance

LexisNexis Regulatory Compliance helps you forge a clear path to compliance.

With LexisNexis content know-how at the core, our compliance registers, alerts, and information-driven solutions make compliance uncomplicated for GRC professionals across the globe.

Contents from this checklist are taken from the Australia Social Media Compliance Register.

About the Australia Social Media Compliance Register

If your organisation has established policies and procedures in relation to the use of Social Media to either promote your business or regulate the conduct of your employees on Social Media platforms, then the Australia Social Media Compliance Register may be relevant for your business.

The Australia Social Media Compliance Register covers obligations related to Employee Conduct, Social Media as a Business Tool, Defamation, Price Displays, Use of Third-Party Material and more.

AUSTRALIA SOCIAL MEDIA CHECKLIST

This checklist has been designed to help you identify your compliance requirements related to Social Media in Australia.

Overview

Requirement	Needs work	Don't know	Meets requirement
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Does the organisation understand and comply with its obligations in relation to social media?

Conduct of Employees on Social Media

Requirement	Needs work	Don't know	Meets requirement
Has the organisation established policies, training and procedures in relation to the conduct of employees on social media?			

If the organisation monitors employees' use of social media on the organisation's computer devices, does it do so in accordance with a workplace computer surveillance policy?

Does the organisation ensure that it does not prevent employees from accessing websites unless the organisation is acting in accordance with a policy on email and internet access, and the employees have been provided with advance notice of the policy?			
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Does the organisation ensure that it complies with the Australian Privacy Principles, where required, in relation to the collection, storage and handling of personal information, including information about a person that may be gathered from social media?

Does the organisation take all reasonable steps to prevent workplace bullying and harassment occurring on social media?			
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If the organisation disciplines an employee for disparaging or offensive comments made on social media by the employee about the organisation, clients or colleagues, does it have procedures in place to ensure that the disciplinary action is taken in a procedurally fair manner and is proportionate to the seriousness of the conduct?

Does the organisation have procedures in place to ensure that it does not dismiss or discipline an employee for their personal views and activities on social media, unless the disciplinary action is justified on the basis that the employee's conduct has had a real and significant adverse effect on the workplace?			
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Does the organisation ensure that it or its employees do not take adverse action against an employee, independent contractor, prospective employee or prospective independent contractor because of the person's workplace rights or industrial activities, including where those rights and activities are lawfully conducted or expressed via social media?

Does the organisation take all reasonable steps to ensure that employees do not leak confidential or sensitive information on social media, and that any such leaks are handled appropriately?			
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AUSTRALIA SOCIAL MEDIA CHECKLIST

This checklist has been designed to help you identify your compliance requirements related to Social Media in Australia.

Social Media as a Business Tool

Requirement	Needs work	Don't know	Meets requirement
Has the organisation established policies, training and procedures in relation to the use of social media as a business tool?			
Does the organisation ensure that it does not engage in misleading or discriminatory conduct when advertising positions via social media, and that candidates do not suffer discrimination if the organisation chooses to research them via the candidates' social media pages?			
Has the organisation established training and procedures to ensure that its employees and agents do not engage in misleading or deceptive conduct on social media?			
Has the organisation established policies and procedures to help ensure that employees do not engage in defamatory conduct on social media during the course of their employment, and that any defamatory material is urgently removed from the organisation's social media pages?			
Has the organisation established a policy and procedures to ensure that the total price is displayed for goods and services, including where the price is displayed via social media, and that goods and services are never sold at the higher price where a lower and higher price are displayed?			
Does the organisation ensure that its promotions and competitions conducted via social media are not misleading or deceptive to participants, and that, where required, it obtains and complies with a permit?			
Does the organisation have a system in place for the monitoring of its social media accounts, including a procedure for responding appropriately to activity by customers and other users?			
Has the organisation established training and procedures to ensure that employees deal with third-party material on social media in a manner that is consistent with copyright legislation?			

Your Free Demonstration.

If you would like a demonstration of the Australia Social Media compliance register, click or scan the QR Code →



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- Find relevant obligations faster with jargon-free registers that are aligned with your business processes.
- Stay up to date with near real-time alerts delivered straight to your inbox when you may be impacted by regulatory change.
- Explore your compliance obligations under a particular regulator, or a particular compliance source, with SourceData.
- Engage with the wider compliance community and LexisNexis experts through the Community Portal, our self-support platform.
- Access comprehensive, current LexisNexis content that meets your unique needs, with eight core modules relevant to all businesses, and over 90 industry-specific modules.

Authored by leading legal, attorney and industry experts, and supported by flexible technology that works the way you do, LexisNexis Regulatory Compliance gives you peace of mind while saving time and money.

Call 1800 772 772

Email compliance@lexisnexis.com.au

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About LexisNexis

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