



Declaration of Consent for use of WEL's Social Media Management.

All passwords are managed by a designated Women's Empowerment Link (WEL) staff under our IT department with a username and password for authorized and protected usage. Any form of usage, queries or assistance should be communicated to the WEL designated staff.

The purpose of this is to establish a standard protocol for the management of WEL's passwords and social media accounts. This states on the consultant's accessibility to the passwords and usage.

Responsibility of the consultant:

1. The lead consultant will manage the passwords and social media account; they will not share any information of WEL's passwords to their staff or employees or anyone else during this assignment.
2. The consultant will only post approved information to the platform and practice confidentiality.
3. The consultant will be liable for any harmful actions or information posted to the account. In the case this happens, this will lead to immediate termination of the contract.
4. The consultant will not change the current passwords for the social media accounts. In cases this happens, official communication will be made before hand for approval to WEL's designated staff.
5. The consultant will adhere to the rules and regulations as stipulated in the contract.
6. The consultant will surrender all passwords and information concerning the social media account to WEL after completion of assignment.
7. In any case of disclosure of cases of Gender Based Violence, the consultant will refer to WEL to ensure proper handling of the case.

Name of Consultant: _____

Signature: _____ **Date:** _____

WEL Staff: _____

Signature: _____

Activity : _____ **Date:** _____