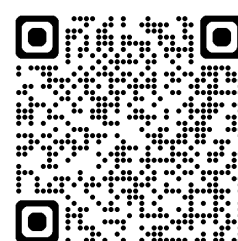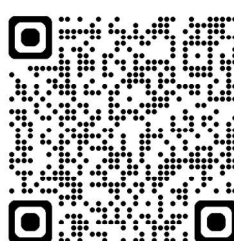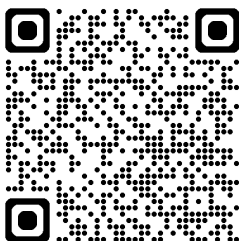# Using Allocate Loop

DO's ✔

- Familiarise yourself with NHSGGC's Social Media Policy

- Make connections with your work colleagues.

- Remember that Loop is a moderated app to be utilised for work related matters only.

- Use the messaging function on Loop if you want to keep conversation's private. If you comment on a newsfeed post, everyone may see this.

- Report any content, misuse, abuse and other concerns to the Loop moderation team via the app.

- Stay professional

DONT's ✖

X Use Loop to discuss or post any information or images containing sensitive data including patient details, or their families and staff confidential information.

X Criticize without offering solutions

X Share any closed group passwords, this should come from the Group Admin user.

X Share your Loop log in details with anyone (this is your individual account).

X Share anything on Loop with any other social media sites or pages, or use inappropriate or offensive language, or air personal grievances publicly

X Post anything that would go against NHSGGC's values

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Access via Web Login

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