Due Diligence Form

**What due diligence in the party is:**

The party is undertaking due diligence work to protect both candidates and the party. This takes the form of two types of checks.

The **first check** is a social media audit, which will use automated tools to look at your social media to check for areas of risk, as described on [www.SocialMediaCheck.com](http://www.socialmediacheck.com). This has to be undertaken by all Approved Candidates.

If you have not undertaken this social media audit in the last twelve months you will be asked to carry out an updated check. If you have consented to a SocialMediaCheck.com check in the last twelve months, the report will be passed to the due diligence team unless you tell us otherwise.

The **second check** is for applicants for advanced seats and by-elections only after the longlisting but before the shortlisting stage, and will be undertaken by our in-house team. This will include an enhanced due diligence search, using open-source information only e.g. what can be found online, replicating what journalists will do to candidates anyway. If you have already been asked to provide one of these forms in the last six months, please notify your Returning Officer, as we can use your previous form.

**Advice for completing this document:**

This document is intended to assist Approved Candidates to tabulate, consider, and declare their social media presence. It enables people to better manage their own digital/reputational risk and will be sent to our due diligence team for the second check described above. **Candidates are reminded that they alone are responsible for their privacy settings!**

Please complete the following table, adding or commenting as you feel appropriate, to ensure the document is as thorough and useful as possible. Please include any third-party accounts to which you are a co-author or a known contributor. Please include information on any groups/channels of which you are an editor/moderator or frequent contributor: you do not need to list all groups of which you are a member Do not be constrained by the size of the table, feel free to write as much as you think appropriate.

|  |  |
| --- | --- |
| **Full Name** |  |
| **E-mail address** |  |
| **Contact tel. number** |  |
| **Membership number** |  |

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| --- | --- | --- | --- | --- | --- |
| **Channel** | **Web address** | **Personal / work / Political** | **Public / semi-public / private** | **Live and used regularly / Live and used occasionally / occasionally used / rarely used / never used and dormant for x years / not used but intended to use** | **Comments** |
| **Twitter** |  |  |  |  |  |
| **Facebook[[1]](#footnote-1)** |  |  |  |  |  |
| **Instagram** |  |  |  |  |  |
| **Linkedin** |  |  |  |  |  |
| **BlueSky** |  |  |  |  |  |
| **Blog** |  |  |  |  |  |
| **Youtube** |  |  |  |  |  |
| **Snapchat** |  |  |  |  |  |
| **TikTok** |  |  |  |  |  |
| **Podcast(s)** |  |  |  |  |  |
| **Medium** |  |  |  |  |  |
| **Pinterest** |  |  |  |  |  |
| **Reddit** |  |  |  |  |  |
| **Mumsnet** |  |  |  |  |  |
| **Other (please specify)** |  |  |  |  |  |

Please state in the box below any (non-social) media coverage that you have received in the past, whether online, print or broadcast, and whether political or not, which you feel that journalists or other parties might use to campaign against you. Again, do not be constrained by the size of the table, feel free to write as much as you think appropriate.

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Please state in the box below any public elections in which you have previously stood, for the Liberal Democrats or otherwise.

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The outputs from both types of due diligence will be shared with you and also provided to the Returning Officer, Regional Candidates’ Chair or shortlisting committee; if any areas of potential risk to you and the party emerge, then this can be discussed constructively at your interview.

1. If you are a moderator or admin for a group, please ensure you list the name of the group(s) in the comments section. [↑](#footnote-ref-1)