

Code of Practise for Using the Website

The website is very high profile and it is important that we do not break Copyright Law or fall foul of the Data Protection Act. We must also ensure that we do nothing to compromise the Third Age Trust's charitable status or bring the Third Age Trust or Preston City Council into disrepute.

PLEASE NOTE:

- Do not infringe copyright. Make sure you have written permission for anything you copy/download.
- If you ask nicely and explain what U3A is and that the Third Age Trust is a charity, you might well be given Permission.
- Make sure you have written permission from anyone before putting their surname or contact details on the site.
- Do not identify individuals in any photographs.
- Make sure you do not make statements that a very sensitive person might find politically incorrect. If you are unsure, then run it by the Chair.
- Apart from U3A merchandise, do not use the Website for advertising Commercial Products.
- Do not put email addresses on web pages, use the Blue Bird link or inline email links instead.
- The maximum number of images you can upload to your set of pages is eight (set of pages means main page plus any sub-pages).
- Do not upload any text that will become an archive of your activities or information. Information should be time limited and removed when it has reached the end of its useful life.
- The data usage of your pages should not be constantly increasing and you should review your content periodically and take action to prevent this.
- If requested to take remedial action by the Website Administrator, please comply within a reasonable time frame. If you need technical help and support, contact the Website Administrator or local sources i.e. another group leader, in the first instance. Do not contact Site Builder Support; they only deal with Website Administrators.