

Doc: Yate and Sodbury U3A Website Publishing Policy	Date: 3 Mar 2021
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Change Record

Issue	Date	Section(s) Affected	Description of Change/Change Request Reference/Remarks
Draft 1	8/1/20	all	1 st document
Draft 2	21/1/20	all	Edited to allow review by committee
Draft 3	5/2/20	all	Reviewed by Committee
Issue 1	4/3/20	all	No further comments from committee, published. Review date added.
Issue 2	3/3/21		Updated text, no change to policy
1.1	2/2/2021	All	Adjustment to layout, some changes of wording to improve clarity. No changes to content.
1.1	3/8/2022	All	Reviewed, no changes, new review date.

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Yate & Sodbury District U3A Website Publishing Policy

1. Information for inclusion on the website should be sent to either the Web Editor: contact via <https://u3asites.org.uk/yate-sodbury/contact> or to your Group Leader.
2. There is no restriction on the content for the web site other than it should be relevant to Yate & Sodbury District U3A or one of its Interest Groups. It should not be commercial or contentious.
3. Submissions for inclusion on the website may be referred to the Chair for approval. The sender will be informed if this happens.
4. Personal information such as telephone numbers and home addresses will only be published in exceptional circumstances and only with the prior approval of the person concerned.
5. It is the responsibility of the content provider to ensure that any photographs, graphics, logos, symbols or anything of a similar nature are free from copyright, or have a published copyright licence that provides free unlimited commercial use. In such cases the sender should provide details of the source.
6. Information that is no longer relevant may be removed after that date or archived.
7. Formats, layout, colour schemes and size of any submission are at the discretion of the web editor. If you have specific requirements, please consult the web editor first.
8. The website is copyright to Yate & Sodbury District U3A. Any submissions included on the website that are not copyright protected become the property of Yate & Sodbury District U3A and may not be copied or reproduced without permission.
9. The website may contain links to other websites over which Yate & Sodbury District U3A has no control. Therefore, Yate & Sodbury District U3A is not responsible for the content on linked sites.
10. Any privacy issues, mistakes or copyright concerns on published material should be drawn to the attention of the web-editor as soon as possible.
11. The website carries a warning that the site uses cookies and that continuing to browse is taken as acceptance of the use of cookies.
12. Please be aware that once material is published it is probable that it will be copied and stored by search engines or databases that collect such information. This material will then be out of our control and cannot be edited or removed.
13. Yate & Sodbury District U3A takes a proactive approach where the privacy of its members is concerned. Please refer to these documents:
 - Yate & Sodbury U3A Data Protection Policy
 - Yate & Sodbury U3A Website Publishing Policy (this document)
 - Yate & Sodbury U3A Privacy Policy

These documents are published on our website and should be read in conjunction with each other.
14. Rules for sub and page Editors – usually Group Leaders
 - Group Leaders who are sub-editors may only amend or add to their own pages.
 - Any difficulties in editing pages should be reported to the Web Editor.
 - Any mistakes that you can't rectify should be reported immediately to the Web Editor

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- Sub and page Editors must not share their password access to the website. Contact the Web Editor to add additional Page Editor/s. Each group will be responsible for their own Page Editor.

15. Advice to Group Leaders and Page Editors on publishing material on the Yate & Sodbury District U3A website

Group Leaders please note: *If you are not the person who posts your groups activities on the website, or sends them on to the Web Editor for them to post, please pass this advice on to whoever does it on your behalf.*

1. It is agreed that your text and pictures are yours regardless as to whether you have posted them on other social media. However, you have probably given other publishers the right to do with the data almost anything they wish to do unless you have set the preferences to limit this eventuality.
2. Any photograph you have taken and would like to use needs the permission of the subject/s involved. This does not mean that if someone suddenly appears in your picture and is half way down the street that you have to chase after them, you don't. It is suggested that faces and/or distinguishing features be pixilated to hide identity. Children's identity MUST be pixilated.
3. The Web Editor will be happy to post your pictures as long as you can confirm that you have the required permissions.
4. Be aware of the 'Freedom of Panorama'. In essence this is an exception to the copyright laws meaning a licence is not necessary when a photograph of public art or architecture is taken. 'Freedom of Panorama' applies to the UK but does not extend to photographs of either landmarks or other pictures taken in some other countries. For guidance see:

https://en.wikipedia.org/wiki/Freedom_of_panorama