

# **HARVINGTON PARISH COUNCIL**

## **WEBSITE MANAGEMENT POLICY**

The remit of this policy is to cover the management of Harvington Parish Council website. The website has been designed by a specialist provider that has no other connection with the Parish Council. It has been set up as a "Content Management System" giving the Council direct access to edit and update the site. Maintenance of the site is carried out by 'Parish Councils Websites' and access to the site is limited to authorised users only.

### **Policy Statement**

It is the Council's responsibility to decide what should and should not be included on the website, subject to the requirements of legislation.

The website is made up of documents arising from Council business:

- Agendas
- Minutes
- Policies
- Details on the Council, its Members and their responsibilities
- Finance
- Neighbourhood Plan
- Reports/Surveys
- Newsletters

Other documents can be included i.e. links to services, history of the Parish, news of local events and information on organisations within the village.

The website can be altered according to ongoing requirements subject to approval by the Council.

The website will not contain material that is offensive, libellous or defamatory that could expose the Council to a legal challenge.

The Parish Clerk will be the only person responsible for the overall control of the website and for the following:

- Addition/deletion of material and editing pages, as required.
- Archiving material in accordance with the Council's Retention Policy.
- Any person wishing to place information on the website must apply to the Clerk who has the right to refuse to post and edit material.

### **Why do we need a Website Policy?**

The Website Policy helps to ensure the Council, as a public and an accountable body, remains within the law specifically relating to libel, copying text and images, infringement of copyright and GDPR, in addition to compliance with the Councils adopted Standing Orders and Members Code of Conduct in public office.

The website will not be a "social media" platform and councillors are reminded that if they engage in social media activities they should do so responsibly, mindfully and at their own risk. (NB: see Communications Policy).

### **Links to other public bodies, charities and local groups**

The website may include links and contact details to other outside bodies and agencies as long as such links do not bring the Council into conflict or disrepute., The Council is not able to manage download or upload non-council activities from outside organisations or be responsible for the content contained within those links. Such links shall be checked periodically to ensure they are still relevant and of benefit to the Parish.

### **Commercial activities**

The Council will not publish activities on its website of a commercial nature, the exception being such services that are provided by private companies that serve the parish infrastructure, i.e. Post Office.

### **Data Protection**

This website is owned and operated by Harvington Parish Council who is the data controller for the purposes of the General Data Protection Regulations. Our Privacy Policy explains how we deal with personal data.

### **Disclaimer**

All information is presented in good faith in accordance with Council policies and the Council cannot accept responsibility for its accuracy.

Date of Policy: December 2025

Recommending Committee: Finance & General Purposes Group

Date of committee meeting: 1 December 2025

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Supersedes: Website Policy (adopted 10 October 2018, reviewed November 2023)

Final Approval: Full Ordinary Parish Council Meeting

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Date for next review: December 2027