

PADDOCK WOOD TOWN COUNCIL

Website Policy

Purpose:

- To raise awareness of the Town Council and other formal town groups
- To disseminate Town Council and other Regional Government information and notices
- To provide a central reference point for residents of and visitors to Paddock Wood

Policy:

- To display Town Council and members contact details
- To display statutory documents and notices, including Agendas and Minutes
- To provide news and articles to promote the activities of the Town Council and other formal town groups
- To provide contact information and links to other regional and national government organisations
- To provide information pages about the town and formal town groups
- To provide information on local businesses, clubs and services
- To provide a photo gallery of Paddock Wood, including current and past events/projects

Financing:

- All costs of website hosting, domain name and management to be borne by the Town Council

Management:

- Paddock Wood Town Council to retain overall responsibility for the content of the website
- Day to day management, administration, monitoring & approval of content to be delegated to the Town Clerk and a specified Town Councillor; currently Mrs M Flashman.
- The website to be an agenda item at all full council meetings
- Information published on behalf of local groups and businesses is the responsibility of those individual groups and businesses
- This information should be reviewed and updated monthly, where necessary.

Legal responsibility

- Paddock Wood Town Council makes every effort to ensure that the content of the website is correct at the time of publication. The Council cannot accept responsibility for errors, omissions and changes to information after publication
- Paddock Wood Town Council accepts no responsibility for the content of any web pages linked to the site
- Any links to external websites and/or Paddock Wood Town Council information which is provided on its website are provided as a courtesy. They should not be construed as an endorsement by Paddock Wood Town Council of the content or views of the linked or hosted materials
- Information on the website is subject to change without notice and is the copyright of Paddock Wood Town Council
- No material on the site may be copied, re-published or re-distributed for commercial purposes or gain without the permission of Paddock Wood Town Council having been previously requested and granted in writing
- The Town Council does not collect any personally identifiable information except when an individual chooses to provide such information to the Council via electronic mail or a web-based survey form. The Town Council does not share any information received from individuals with third parties. In addition, information received from individuals is stored in a secure environment.
- All photographs published should have the permission of the copyright holder as appropriate
- General photographs of town events may be included, provided advanced notice has been issued warning that photographs are being taken and may be included on the website.
- Where images of children (14 years and under) are taken that are easily identifiable, written parental consent should be obtained.