

Council Policy

Policy Title:	Council Website
Policy Number:	9.1
Focus Area:	Governance and Process
Responsibility:	Communications
Meeting Adopted:	21 July 2015 - 210715/13

OBJECTIVE

Richmond Valley Council's website is primarily to provide information promoting the Council, its activities and services to the region. This policy applies to all individual groups or organisations wishing to have a hyperlink to or from Council's website, to include or use information on the Council website.

1. Links from Council Website

Council will consider each request for a link from its website, however, if the link is not directly related to the carrying out of a Council service or project it is unlikely approval would be given as this would be perceived as Council endorsement of the linked website.

Consideration of links for non-Council events or activities will be considered where benefits to the broader community can be demonstrated.

Council accepts no responsibility for any errors or omissions whatsoever in relation to the information or electronic services which may be provided on any websites which may be accessed through Council's website (hyperlinked websites).

2. Links from other sites to Council's website

In general, Council is happy for links to be made to its website. Council would appreciate prior knowledge of the link.

3. Use of Information from Council's Website on other Websites

Council is generally happy to provide information on its website for use externally, as long as the source is correctly referenced and ideally there is a link to the Council site for up-to-date information. Using downloads from the Council site on other sites can potentially mislead the public as any updated/corrections would not be included.

4. Including external information on Council's website

Council will consider each request, however, if the topic is not directly related to the carrying out of a Council service or project, it is unlikely the information would be included.

5. Disclaimer

Richmond Valley Council will make every effort to ensure the information contained on its website is up-to-date, accurate and informative. Council does not accept responsibility for the accuracy of information or for information which may be misconstrued or interpreted by users. Council reserves the right to make changes at any time without informing users. Any links to external websites and/or non-Richmond Valley Council information are provided as courtesy. They should not be seen as an endorsement by Richmond Valley Council.

6. Privacy

Richmond Valley Council provides and maintains privacy procedures for the benefit of users of its websites as follows:

- ***Collection of information***

Information required by Council in order to provide Council services shall be requested in a timely manner when needed, including disclosures by Council as to when, why, how and what the information is in relation to.

- ***Use of information***

The information collected by Council will only be used in accordance with applicable laws, regulations, and policies and in accordance with the information provider's consent in order to provide Council services.

- ***Disclosure of information***

Information collected and used by Council may only be disclosed to another person or organisation in accordance with the information provider's consent, or as required by the law.

- ***Security information***

Council warrants that it takes the protection and integrity of information seriously and, in so doing, the Council provides for and maintains security procedures and controls regarding electronic and paper-based information and electronic services so as to minimise risk of harm to this information or electronic services in any way whatsoever.

- ***Privacy Laws***

Council is governed by both the laws of the State of NSW and the Privacy and Personal Information Protection Act 1998.

7. Copyright

All material on Council's website is owned by, or licensed to, Richmond Valley Council. All material owned by Council is subject to copyright and Council's authorisation prior to use of any material.

REVIEW

This policy will be reviewed by Council at the time of any relevant legislative changes, compliance requirements or at least every four years.