

# **Police and Crime Commissioner for Essex**

## **Website Policy**

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Reviewed By	G Marden	February 2016
Policy owner	S Hancock	
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**Version history**

<b>Version Number</b>	<b>Date</b>	<b>Reason for review</b>	<b>Comments</b>
1.0	November 2012		First publication
1.1	February 2016	Policy update	Minor amendments

## **1 About This Policy**

1.1 The primary aim of the Police and Crime Commissioner for Essex's (PCC) website is to provide access to electronic information about the activities of the PCC and OPCC.

1.2 The PCC's office will work to provide as many of its services online as possible, within technical, legal and financial constraints.

1.3 The site will broaden and publicise all the PCC's services and events by posting timely news bulletins, details of public meetings, service hours, staff and organisational information.

1.4 The PCC's office has developed its own publication scheme under the Freedom of Information Act. The website has a particular function in support of this scheme. The publication of strategies and policies which are reproduced on the website are available for the public to view.

1.5 The PCC will develop and maintain an up-to-date website of recognised quality throughout, in accordance with accepted best practice in web design e.g. clear navigation, site structure and the PCC's own web policy guidelines.

1.6 Due regard is to be paid to copyright, particularly where articles originate from other websites or other published material.

1.7 The site has the function for 2-way communication e.g. e-mail and feedback forms and contains further information about other means of contacting the PCC and OPCC.

1.8 As far as possible, the site will:

- be accessible 7 days a week, 24 hours a day;
- utilize widely available web technology, or offer alternatives;
- follow best practice for special needs users and;
- cater for the various levels of IT literacy of our target audiences.

1.9 The site should be an example of best practice in using the Internet to provide information and services.

1.10 The site should be well managed with a clear overall management structure, clearly expressed aims, good documentation, devolved lines of responsibility and adequate resources.

## **2 General Principles**

2.1 All staff within the PCC's office and Essex Police (EP) staff can visit the PCC's website whilst accessing the system on the PCC's or EP premises, through the intranet and are under an obligation to ensure that they do not contravene any legislation relating to its use or any relevant policy implemented by the PCC and EP.

2.2 All other members of the public will have access to the website through the internet.

## **3 Data Protection and Information Security**

3.1 This policy is compliant with the requirements of the Data Protection Act 1998 and with the continued protection of EP and PCC systems and their information assets.

## **4 Human Rights**

4.1 When applying this policy and making any decisions in relation to an application, it is imperative that account is taken of the Human Rights Act 1998 and in particular, Article 8 – the right to a private and family life, where any interference in that right must be lawful, necessary and proportionate and Article 10 - Freedom of Expression, subject to the protection of the reputation or rights of others to avoid the possibility of any potentially defamatory publication.

It is imperative that all decisions are fully recorded and address the individual applicant's human rights. Members of staff are to be consulted and their written permission obtained before their image is uploaded on the website.

## **5 Equality analysis**

5.1 This policy has been analysed to understand the effect on protected groups<sup>1</sup> and has been identified as having low potential for any adverse impact.

## **6 Health and Safety**

6.1 This policy is compliant with the requirements of Health and Safety legislation and internal Health and Safety procedures.

## **7 Overall Responsibility**

7.1 The appearance and maintenance of the PCC's website is the overall responsibility of the chief executive, who may delegate levels of authority for updating and amending the format, style and content of the website as appropriate. The chief executive may delegate these responsibilities to other line managers or staff.

7.2 Every effort is to be taken to ensure that the information contained in this website is both accurate and complete.

## **8 Links to third-party websites**

8.1 This site contains numerous links to third-party websites. Unless otherwise stated, these links are provided as other useful sources of information. No endorsement by the PCC of any kind as to their content or quality is implied.

8.2 The PCC is not responsible for the contents of any third-party website accessed through this site. If a user decides to access third-party websites, they do so at their own risk. Use of third-party websites is subject to the terms and conditions of use for such sites. The PCC disclaims all liability with regard to access of such linked websites.

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<sup>1</sup> The Equality Act 2010 protects people from discrimination on the grounds of 'protected characteristics'. The relevant characteristics for services and public functions are Race, Disability, Gender, Age, Sexual Orientation, Religion or Belief, Gender Reassignment and Pregnancy and Maternity

## **9 Maintenance of the website.**

9.1 The chief executive will appoint members of staff as appropriate, to be responsible for the inputting, updating, maintaining and managing of the content of the website.

9.2 The staff appointed by the chief executive to maintain and update the content of the website will be termed system administrators.

9.3 The system administrators will work under the authority of the chief executive.

9.4 The chief executive has overall responsibility for the website.

## **10 Authority levels**

10.1 No information, articles or other documents will be added to the website without the requisite authority.

10.2 The system administrators currently have standing authority from the chief executive to update the website for the following reasons;

- Correction of any spelling or grammar, including the necessary deletion or re-writing of small sections of script;
- Minor reposition of script to ensure it is readable or not broken or obscured by digital representations or pictures, provided it is not removed to another page;
- Add details of future public meetings;
- Upload documents, policies and strategies where the publication of those documents has been otherwise approved and authorised;
- Upload meeting agendas, documents, minutes and any other associated papers;
- Uploading news items relating to the activities of the PCC and OPCC.

10.3 The chief executive may authorise the system administrators to upload the following;

- The publication of policies, strategies and other documents as required by statute;
- Repositioning script to other pages;
- The annual review (see section 11 below);

10.4 Subject to paragraph 9.1 above, the chief executive will be responsible for authorising the following;

- Changes to the appearance, colour etc., of the website;
- Changes to the format of the site;
- Additional pages;
- Additions of additional sections, e.g. Members' Section;
- Publication of the information required by statute<sup>2</sup>

10.5 The chief executive may delegate any of the responsibilities outlined in section 10.4 as appropriate.

## **11 Frequency of review**

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<sup>2</sup> The Elected Local Policing Bodies (Specified Information) Order 2011

11.1 The entire content of the website will be reviewed annually to ensure that it is current and complies with legislation and policy. It is the responsibility of the system manager to ensure that this review is undertaken. The system manager will maintain a record of these reviews and of the actions and progress taken to resolve any issues that are apparent or come to notice during the review.

11.2 If in the view of the system manager it is felt that a major refresh of the website is required, the system manager will consult with the chief executive.

11.3 The systems administrator(s) will regularly proactively review the website to identify any errors. Minor errors may be remedied in accordance with paragraph 10.2. Those of a more serious nature will be brought to the attention of the systems manager for a decision regarding further action.

11.4 Where errors are identified by members of staff they are to inform the systems administrator in the case of examples that fall within paragraph 10.2. In other cases they are to inform the systems manager.

11.5 Errors identified by outside organisations or members of the public are to be reported to the systems manager who will arrange for the errors to be remedied.

## **12 Archiving**

12.1 Documents will be archived when they are replaced by a more up to date document. For example, the 2012 Policing Plan will be archived when the 2013 Plan is uploaded. To ensure that the PCC's website displays only current documents and policies, when a new document is uploaded, the document it supersedes must at the same time, be archived.

12.2 Copies of archived document will still be available on the PCC website.

## **13 Uploading**

13.1 If any staff member requires an item to be uploaded onto the website or any information amended, they should e-mail the system administrator(s) with the specific information or documents to be uploaded or changed. The e-mail will contain the name of the person authorising the amendment or the uploading of documents.

13.2 Items to be uploaded are to be authorised by the staff member's line manager. In the absence of the line manager, the systems manager may also give authority. If the systems manager requires an item to be uploaded, the authority of the chief executive will be required.

13.3 Except in exceptional cases, actions contained within e-mails forwarded to systems administrator(s) will be completed within 7 working days.

13.4 Staff who require information to be published on the website are to be aware of the time limitations imposed in paragraph 14.2. They should therefore bear in mind this timeframe when preparing and submitting information to be published.

13.5 Any staff member who causes a document or any other information to be uploaded onto the website (the owner) will be responsible for ensuring the information is kept up-to-date. Owners

should periodically review the website to ensure the relevance and accuracy of their documents and it is suggested that this review is undertaken quarterly.

13.6 Where documents are required to be uploaded urgently, the staff member requiring it will e-mail the system administrator(s) with the request as in paragraph 14.1, including the date by which the document should be uploaded and the reason for the urgent requirement. The system administrator(s) is then to be contacted personally or by telephone to ensure they are aware of the urgency of the request.

13.7 In cases of dispute over timeframes, the matter will be remitted to the systems manager who will make the final decision in the matter.

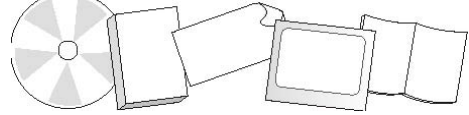
13.8 All documents to be uploaded will be converted to *pdf* format and protected by the system administrator(s) prior to being uploaded.

14.9 Authority for the uploading of all photographs and other images will be the responsibility of the systems administrators. No photographs of individuals are to be uploaded without their authority. The individual concerned should give their authority by signing the PCC's authorisation form (see annex A below).

13.10 Any request by a member of staff to upload any information, document, photograph or other image onto the website must be passed to the systems manager who must be satisfied that they fall within the requirements of this policy. In any case of dispute, the chief executive will be responsible for making the final decision.

13.11 Despite the care taken by the system administrator(s) to ensure accuracy, it is the responsibility of the staff member requesting the upload to check the quality of the information placed on the website. Any errors are to be reported to the system administrator who will ensure that they are corrected.

13.12 Where the Consultative Board or other group directs that particular documents or other text should be placed on the website, it is the responsibility of the lead officer attending to inform the systems administrator and provide the document or text as required. The directions in paragraph 13.2 still apply.



## Publication of Photographs

# Consent form

The Police and Crime Commissioner wishes to ensure permission is obtained from people appearing in any images used for promotional purposes.

I consent to photographs, videos and/or digital images of myself, or the child named below, being used by the office of the Police and Crime Commissioner for Essex as it sees fit and for such a time as it wishes, including printed or electronic forms. Where images are issued to the media, I accept this may also include their own websites as well as printed publications.

I understand that the images will be used primarily by the Police and Crime Commissioner for Essex for its own promotional purposes and that the images may also be used in and distributed via other formats, such as CD-ROM and the Internet. I acknowledge that all rights to the image, including ownership and copyright, shall belong to the Police and Crime Commissioner for Essex.

Name of person granting consent:

Name of child / children under 18 (if applicable):

Address:   
Postcode:

Phone number (optional):   
Email address (optional):

Date:



For the photographer to complete

Name of photographer:

Contact number:

Description of image:

Reference: