

USE OF ORANGE CITY COUNCIL WEBSITES

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OBJECTIVES

To provide the public and users with the information relevant to the use of Orange City Council websites.

APPLICABILITY

This policy applies to all individual groups or organisations wishing to have a hyperlink to or from Council's websites, to include or use information on the Council websites.

GENERAL

The Orange City Council websites are primarily to provide information promoting the City, the Council and its activities and services to the region.

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 that 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 that may be accessed through Council's website (hyperlinked websites).

Links from other sites to Council's website

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

Use of Information from Council's Website on other Websites

Council is generally happy to provide information on its websites 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.



ORANGE CITY COUNCIL

All policies can be reviewed or revoked by a resolution of Council, at any time.

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 that the information would be included.

DISCLAIMER

Orange City Council provides the information and electronic services contained in its websites in good faith.

While every effort is made to maintain the information and electronic services as current, complete and accurate, neither the information nor the electronic services are verified and should therefore not be relied upon where verified information or electronic services are required.

Council accepts no responsibility for errors or omissions whatsoever in relation to the information or electronic services provided on this website.

No person should place reliance on information or electronic services from its websites in circumstances where loss, damage or injury is possible. In such circumstances, specific enquiries should be made to Council in order to obtain the required advice or information or electronic services.

Council reserves the right to change the material, information or electronic services as provided on its websites at any time without notice.

Council advises that it does not warrant the access or use of its websites will be uninterrupted, free from errors, free from viruses or free from any other harmful material, act or omission in any way whatsoever.

Users of the websites are solely responsible for the verification of material, information including electronic services provided by the websites.

The use of the websites acknowledges and consents to use the websites at your own risk.

PRIVACY

Orange City Council provides and maintains privacy procedures for the benefit of users of its websites.

- **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, 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 New South Wales and the Privacy and Personal Information Protection Act 1998.

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Responsible Area – Corporate and Commercial Services

REVISION					
	DATE	RESOLUTION		DATE	RESOLUTION
1	January 2009	09/453	6		
2	2 December 2014	14/1076	7		
3			8		
4			9		
5					

All policies can be reviewed or revoked by resolution of Council, at any time.

SUMMARY OF AMENDMENTS

Amendment Date	Section/Reference and Amendment
December 2014	The amendment to the policy includes that the policy now covers all Council websites. The following line has also been added: Consideration of links for non-Council events or activities will be considered where benefits to the broader community can be demonstrated.