

Botley & North Hinksey Community website

General Policies and Code of Conduct for users

Policy on what will be allowed on the website:

The website will contain primarily information about, or provided by 'local' organisations and individuals. In this context the definition of 'local' is within Botley, North Hinksey, Harcourt Hill, Cumnor Hill or Dean Court. The boundaries of the area are the Seacourt Stream to the east, the A420 to the north and west, and a line from the A420 Cumnor junction through to Hinksey Heights Golf Course to the south. A handful of properties lying immediately outside of these boundaries are also included, namely Botley Lodge, Tilbury Farm and those properties situated on Eynsham Road no further than half a mile to the west of the A420. This is the core area which incorporates, but is slightly larger than, the North Hinksey Parish as it includes elements of Cumnor Parish.

Generally speaking, only organisations based in the core area, or events taking place within that area (or put on elsewhere by organisations based in the core area) will be featured on the website. The WMT have the right to decline to place information on the website on the basis that they do not think it can justifiably be defined as 'local'. For non-commercial organisations and activities there will be some flexibility, and content relating to a larger area (possibly up to a mile or two beyond the boundaries of the core area) will be allowed if it is considered by the WMT to be of interest to people in this community.

Certain non-profit making organisations may be allocated sections of the website and given access to the administration programme to maintain them. They must adhere to the overall General Code of Conduct for the website or the following actions will be taken:

- A minor infringement will result in a warning.
- Multiple minor infringements or any major infringement will result in administrative access to that section of the website being removed.

The WMT will monitor pages administered by outside individuals and organisations to ensure adherence to the General Code of Conduct and additionally members of the general public will be encouraged to inform the WMT of any inappropriate material being placed on the website.

Individuals participating in various elements of the website by providing content such as comments on the Discussion Forum or photographs will also be required to adhere to the General Code of Conduct. Please also note the following:

- Individuals participating in discussion groups on the forum will be expected to leave comments under their real name rather than an alias.
- Certain types of participation may require prior registration as identified on the relevant pages of the website where they appear.

All content placed on the website by members of the WMT or other B&NHO volunteers will be the direct responsibility of the WMT who will ensure that it meets the General Code of Conduct.

The General Code of Conduct for users requires the following key guidelines to be observed:

- Nothing of a personal nature is to be published without that person's consent unless they have already clearly placed it in the public domain.
- No material is allowed that is scurrilous, libellous or otherwise unacceptable to the public at large. The WMT reserves the right to refuse any material on this basis.
- Copyright permission must be obtained in advance where appropriate.
- Botley & North Hinksey Online abides by the Data Protection Act 1998 to protect the personal data of people who leave their details on the site. Any information you give us will be held in accordance with the Act. Your details will not be passed on to any other organisation without your prior approval.

In addition to these general elements the following guidelines relate specifically to users providing photographs and videos to be featured on the website:

- You should only e-mail a maximum of 5 photos / total file size 10MB to us at any one time. Larger numbers of photos, or videos should be downloaded onto Flickr (or similar photo sharing websites) and the relevant URL sent to us. Please ensure that they are placed in a separate set and not mixed up with non-relevant photos.
- This is a Botley and North Hinksey Photo Gallery so photos and videos should be of people, places, events and other features relating to this area and of interest to the local community. That doesn't mean that we wouldn't appreciate artistic or abstract type photos, or photos that aren't obviously taken locally, but definitely no photos of your drunken 21st birthday party please. Also photos should be suitable for viewing by all ages.
- If your photos or videos include close up images of individuals please gain their permission first.
- Anyone wishing us to remove photos or videos from the Photo & Video Gallery should e-mail with full details of the relevant items and the reasons why they should be removed (such as copyright issues).
- Although photos and videos can be submitted anonymously we would like people to know who took them so please tell us your name. Also please include descriptions of the photos or videos either in the file name, in your e-mail or on the photo sharing website where you have downloaded them.
- If you are the owner or manager of a local business then you are not allowed to place images of the company premises, products / services, personnel, logos or publicity materials in the Photo and Video Gallery or on external photo sharing

websites such as Flickr where a link from the Photo and Video Gallery to the URL where those images have been placed has previously been requested.

- Please note that not all photos and videos sent to us will automatically feature in the Photo & Video Gallery even if they meet the above requirements. When you send the photos or URL links to us you will receive a reply to confirm receipt of your e-mail and this message will include details of which of your images have been selected.
- Photographs sent to us for inclusion in the Photo & Video Gallery may be selected for use on other parts of the website or for additional non-commercial purposes, and by sending them to us you accept that you are authorising us to do so. For example, photographs taken before 1970 or featuring historic sites may be chosen to appear on our Local History page, if appropriate, rather than the main Gallery. Also we may wish to include your photographs in a 'local' calendar or other feature. Normally we will attempt to contact you in advance if such a feature is likely to include any element beyond the photo simply appearing on another page of the website.