



# **Policy on Web and Intranet Management**

**New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.**

## **New College Durham**

# **Web and Intranet Management**

We will consider any request for this procedure to be made available in an alternative format.

We review our policies and procedures regularly to update them and to ensure that they are accessible and fair to all. All policies and procedures are subject to impact assessments. Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a different impact on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or human rights.

We are always keen to hear from anyone who wants to contribute to these impact assessments and we welcome suggestions for improving the accessibility or fairness of the policy.

To make suggestions, seek further information or if any employee has difficulty understanding this policy please contact [ictservices.helpdesk@newdur.ac.uk](mailto:ictservices.helpdesk@newdur.ac.uk)

**Equality Impact Assessed: November 2019**

**Accessibility Checked: November 2019**

<b>Procedure Title</b>	<b>Web and Intranet Management Policy</b>
<b>Document Owner</b>	<b>ICT/Marketing</b>

<b>Directorates and Departments affected by this Procedure</b>	<b>All staff</b>
<b>Procedure Effective From</b>	<b>June 2016</b>
<b>Next Review Date</b>	<b>June 2021</b>

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## **Web and Intranet Management**

### **1. Scope**

This Policy applies to all New College Durham staff.

This Policy applies to all the College's websites and concerns how content is added and updated on the sites

### **2. Responsibilities**

Responsibility for ensuring compliance with this Policy lies with the Senior Executive Group.

The Head of ICT has responsibility for ensuring this policy is in place and is reviewed as necessary. This responsibility includes ensuring guidance is available on the issues covered by this Policy and promoting compliance with the provisions of the Policy.

The Head of Business Engagement/Marketing is responsible for approving the content and structure of the Internet website and designing the look of the Internet website together with how the content is laid out on the individual web pages. The marketing team and designated individuals are responsible for the adding and updating of approved information on the Internet website.

The Head of ICT is responsible for approving the content and structure of the rest of the College websites and designing the look of the websites together with how the content is laid out on the individual web pages. The Web Developer has day-to-day responsibilities for the adding and updating of approved information on these College websites.

All staff are responsible for ensuring that the information on the websites that is under their remit is up-to-date and accurate in accordance with the guidelines for the Policy. Staff must also ensure that information which may be commercially sensitive is approved for publication by the Senior Information Risk Owner (SIRO).

Compliance with this Policy is compulsory for all staff employed by the College. A member of staff who fails to comply with the Policy may be subject to action under the College's disciplinary or competency procedures. It is the responsibility of Heads of Departments/School and their Directors to ensure that their staff are made aware of the existence of this Policy and its content.

### 3. Relationship with Existing Policies

This Policy has been formulated within the context of the following College documents:-

- a. [Data Protection Policy](#);
- b. [Copyright Policy](#).

Compliance with this Policy will facilitate compliance with relevant disability discrimination legislation and Copyright, Designs & Patent Act 1988.

### 4. Policy Statements

- a. The copyright for all content on the websites must belong to the College.
- b. The websites will be written to level 2 of the [W3C accessibility guidelines](#) where possible.
- c. The College will seek to achieve compliance with The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018.
- d. The College has a set design and layout for the college's websites. This is used to ensure a consistent look and feel is maintained throughout each particular website. Pages on any of the websites will comply with the design and layout created for that website.
- e. Content will be formatted by the web developer or graphic designer in the most applicable way to conform with the website layout.
- f. The College will comply with any lawful request for information to be removed from College websites.
- g. Any faults or problems with the website should be reported to the ICT Helpdesk or directly to the Head of Business Engagement/Marketing at the addresses below.
- h. The College is committed to providing a website that is accessible to the widest possible audience, regardless of technology or ability. The College will actively work to increase the accessibility and usability of our website and in doing so adhere to many of the available standards and guidelines, in particular The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018.
- i. The College will adhere to the accepted guidelines and standards for accessibility and usability, although it is recognised that it is not always possible to do so in all areas of the website. The College will continually investigate solutions that will bring all areas of the site up to the same level of overall web accessibility.

### 5. Guidance

The procedure for adding, editing or updating of content on the college's websites can be found on the intranet as a series of FAQs, linked from the Policies and Procedures page (section 'W').

### 6. Contact Details

To make enquiries about the College Website please contact the Marketing Department.

[marketing@newdur.ac.uk](mailto:marketing@newdur.ac.uk)

To make enquiries about the College's Web and Intranet Policy please contact the ICT Department.

[ICTservices.Helpdesk@newdur.ac.uk](mailto:ICTservices.Helpdesk@newdur.ac.uk)

## **7. Evaluation and Review**

The performance of this Policy will be reported on annually and it will be formally reviewed every five years by the appropriate Corporation committee.

In addition, the effectiveness of this Policy will be monitored as necessary on an on-going basis to ensure it is compliant with relevant legislation.