

Desborough Town Council

WEBSITE POLICY

This document reflects Desborough Town Councils' intentions on how its website will be managed, and how the content, and links to external sites will be determined. The overriding presumption is for the disclosure and publication of information unless there is a legal or other overriding reason for confidentiality. The Council will comply fully with openness and transparency rules and principles in providing as much information as possible on the website.

The Council is responsible for the structure and type of information provided on the website. Documents uploaded to the website will be in .pdf format unless this is not possible. The Town Clerk is appointed as the Webmaster and is authorised to make changes to the website, and to instruct website provider(s) to make changes on the Council's behalf, whether that be content or structure.

Website Content

Contact Details

At all times, the Council's office address, telephone number, and email details must be available on the website. The names, telephone numbers and email addresses of all Councillors should also be available on the website.

Agenda

Agenda for all Council meetings will be placed on the website as soon as they are available. Reports, appendices, and other documents to which the Council may refer will be placed on the website as far as possible.

Minutes

Draft minutes of meetings of the Council will be placed on the website as soon as they are available, and within one month of the meeting (at the absolute latest). As a general rule, it is intended that draft minutes will be available on the website in the week following the Council meeting.

After each set of minutes is approved and signed, the draft minutes will be replaced with an approved version and the draft minutes will be deleted.

Document archives

Various documents are available for downloading including Minutes & Agenda, Annual Reports, Annual Accounts, Policies & Procedures, and the Publication Scheme. There is no charge for information from the website.

Planning & Licensing

Planning Authorities and Councils are providing increasing amounts of information online and most applications are notified to the Council by email. The website will provide a link to the planning authorities' websites as far as possible. The Council's comments on any application will be contained in the minutes of whichever Council meeting approved them, or reported to the following meeting. The planning portal will also show comments made by the Council.

Diary / What's On?

The *What's On?* Section will contain details of appropriate community activities if provided to the Council in time.

- Photo Gallery** The photo gallery is used to store and display photographs of interest appropriate to Desborough Town Council. Unless otherwise stated, copyright remains with the Council.
- Links** Since website contents may change or disappear entirely without notice, the Council cannot be held responsible for the content or accuracy of external websites.
- Advertising** The Council will not allow commercial advertising on the website. However, local groups and organisations will be able to submit information in relation to their activities

Privacy Statement

Any personal information sent to the Council website via the *Contact Us* page or by email to the Town Clerk at clerk@desboroughtowncouncil.gov.uk is kept securely and the Council will never divulge personal information to other organisations, unless to satisfy a specific request the sender has made, or to comply with the law. The website does not create cookies to track visitor movements. Any personal information voluntarily sent to the website may be kept to allow the Council to track the actions the comments may have caused it to take. Information sent through the website is not encrypted.

Website Disclaimer

The information contained in this website is for general information purposes only. The information is provided by Desborough Town Council (the Council) and while we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Throughout this website you are able to link to other websites which are not under the control of the Council. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

Every effort is made to keep the website up and running smoothly. However, the Council takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond its control.

The Council reserves the right to make changes and corrections to any part of the content of this website at any time without notice.

This website may provide facilities including questionnaires, feedback forms or email which allow you to provide the Council with feedback on this website or on any other issues. In accordance with the GDPR, the Council may record and store information and materials you have posted, transmitted, sent or communicated on or through this website, and make available any such information and materials to any regulatory authority or the police upon request.

If you have provided information about yourself, the Council may use this information to contact you by email or by post, or telephone to respond to your comment or request. If you do not want the Council to use this information in this way please contact clerk@desboroughtowncouncil.gov.uk or contact us in the same way as you provided us the information.