

Doc: Yate and Sodbury u3a Website Publishing Policy	Date: 20 Aug 2025
Ref: Y&S u3a 002	Issue: 2.0

Document Control

Document Title: Yate & Sodbury u3a Website Publishing Policy

Document Number: Y&S u3a 002

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Date: 20 August 2025

File Name: 250820 Yate and Sodbury u3a Website Publishing Policy v2.0

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Document Approved By:	Pauline Clark	Signature and Date:	03 October 2025
Document Released By:	Lute van der Park	Signature and Date:	12 October 2025

Change Record

Issue	Date	Section(s) Affected	Description of Change/Change Request Reference/Remarks
Draft 1	8/1/20	all	1 st document
Draft 2	21/1/20	all	Edited to allow review by committee
Draft 3	5/2/20	all	Reviewed by Committee
Issue 1	4/3/20	all	No further comments from committee, published. Review date added.
Issue 2	3/3/21		Updated text, no change to policy
1.1	2/2/2021	All	Adjustment to layout, some changes of wording to improve clarity. No changes to content.
1.1	3/8/2022	All	Reviewed, no changes, new review date.
2.0	20/8/2025	All	Rewritten in a more readable and concise form, using AI. No material change to the policy.

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Yate & Sodbury District u3a Website Publishing Policy

1. Submitting Information

- Send website content to the Website Editor (via the contact form) or to your Group Leader.
- Content should relate to Yate & Sodbury District u3a or its Interest Groups. It must not be commercial or contentious.
- Some submissions may be referred to the Chair for approval. You will be informed if this happens.

2. Privacy & Personal Information

- Personal details (e.g., phone numbers, home addresses) will only be published in exceptional cases and with the person's consent.
- Be aware that once material is published online, it may be stored by search engines or third-party databases beyond our control.

3. Copyright & Permissions

- Contributors are responsible for ensuring that all images, graphics, logos, and symbols are either:
 - Free from copyright, or
 - Covered by a licence permitting free use.
- Always provide the source of copyrighted material.
- Photographs of people require their permission. Children's identities must be pixelated.
- The Freedom of Panorama applies in the UK (public art/architecture may be photographed), but not in all countries.

4. Website Management

- The Web Editor controls formats, layouts, colours, and sizes of submissions. If you have specific requirements, please discuss them first.
- Out-of-date information may be removed or archived.
- The website is copyright Yate & Sodbury District u3a. Any unprotected submissions become the property of the u3a and cannot be reproduced without permission.
- Linked external sites are outside u3a's control; we are not responsible for their content.

5. Reporting Issues

- Please notify the Web Editor of any privacy concerns, errors, or copyright problems immediately.
- The site uses cookies; continuing to browse is taken as consent.

6. Group Leaders & Page Editors

- Group Leaders may act as sub-editors, but only for their own group's pages.
- Do not share website login details. Contact the Web Editor to add additional editors.
- Report any editing difficulties or unfixable mistakes to the Web Editor.

7. Related Policies

This policy should be read alongside:

- Yate & Sodbury u3a Data Protection Policy
- Yate & Sodbury u3a Privacy Policy