

22205 PROCEDURE - HAMPSHIRE CONSTABULARY WEBSITES

Version: 3 **Last Updated: 22/11/10** **Review Date: 30/11/13**

ECHR **Potential Race Relations Impact: Low**

1. About This Procedure

- 1.1. This procedure details the conventions that Hampshire Constabulary staff who have permissions to edit/update our main corporate website (<http://www.hampshire.police.uk>) must adhere to.
- 1.2. It also details how to proceed should any member of staff wish to create, be involved in the creation of, or have created any other Hampshire Constabulary website (whether a partnership website or solely owned).

2. Risk Assessment/Health & Safety Considerations

- 2.1. There are no identified health and safety implications from this procedure.
- 2.2. There is an inherent risk in publishing material to the internet, in that it will have a detrimental effect on the public perception of the force if the information is inaccurate or out-of-date, or in any way not befitting of a professional organisation.
- 2.3. Once search engines have indexed published web content, it's considered impossible from a practical standpoint to remove that content completely if it then needs to be withdrawn.
- 2.4. These risks will be minimised by following this procedure at all times.

3. Procedure

3.1. The Hampshire Constabulary Corporate Website

- 3.1.1. There will only be one corporate Hampshire Constabulary Internet website (<http://www.hampshire.police.uk>).
- 3.1.2. The Hampshire Constabulary website is 'owned' on behalf of the organisation by the eBusiness team within the Service Delivery Department.
- 3.1.3. If any OCU or department wishes to have information added to the corporate website, they should contact their assigned Corporate

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Communications Manager (for OCUs) or the Headquarters Corporate Communications department (for departments). Corporate Communications will then advise on the current process, what is required and associated timescales.

- 3.1.4. When submitting an image containing an identifiable picture of a person, the requesting department must seek that person's consent prior to submission, and confirm with Corporate Communications that this consent has been obtained.
- 3.1.5. Departments and OCUs are encouraged to use the corporate website as an opportunity to promote their activities in a positive light to the public.
- 3.1.6. It is important that pages and content comply with the existing corporate style, to ensure a consistent, professional appearance to the website. Pages and content must also comply with relevant guidelines and legislation, such as the Equality Act. For further advice and guidance on these issues, please contact the eBusiness team via the [Force Website Mailbox](#).
- 3.1.7. Staff who have permissions to edit/update our main corporate website must ensure that content is up-to-date, accurate, appropriate and professional, before publication.
- 3.1.8. Departments who wish to be responsible for updating their own area of the force website should submit an email containing a business case authorised by their Head of Department to the IT Service Desk. It should however be noted that such permissions are only granted in exceptional circumstances.
- 3.1.9. It is the responsibility of each department or OCU to ensure that any information published to the corporate website that relates to their area of business is kept up-to-date. If any changes or amendments are necessary, they should contact Corporate Communications in a timely fashion to avoid inaccurate information remaining in the public domain.
- 3.1.10. The eBusiness team will periodically dip-sample the website content. If issues with content or formatting are identified, the relevant page owner will be contacted and required to make the necessary changes.
- 3.1.11. Members of the force are welcome to suggest adding a link from our corporate website to websites of other organisations. Linked websites should be of interest to the public and relevant to our core business. Each requested site must be evaluated on its own individual merits with regards to propriety, content and potential use to audience.

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- 3.1.12. Hyperlinks to external sites must be accompanied by a disclaimer on the same page stating that 'Hampshire Constabulary is not responsible for the content of external websites', hyperlinked to this page:
<http://www.hampshire.police.uk/Internet/disclaimer.htm>.
- 3.1.13. Linking to a site does not in any way infer an endorsement of that organisation, or their products or services.

3.2. Other Hampshire Constabulary Websites

- 3.2.1. Staff are not permitted to publish new or alternative web sites pertaining to the activity of Hampshire Constabulary, departments or OCUs of the Constabulary or to staff groups within the Constabulary without the prior approval of the eBusiness team within the Service Delivery Department. The eBusiness team will maintain a list of authorised websites.
- 3.2.2. If an additional Hampshire-Constabulary website is being considered (whether a partnership initiative or solely owned), the eBusiness team must be involved in discussions from the outset, in order to provide any necessary information and direction.
- 3.2.3. Staff are reminded that the Hampshire Constabulary logo (formerly known as the force crest) is subject to copyright law. Use of the logo without the consent of the Constabulary is therefore unlawful. Consent for its use may be given by the Constabulary through the Headquarters Corporate Communications department.
- 3.2.4. The existence of all Hampshire Constabulary websites (whether partnership initiatives or solely owned) must be brought to the attention of the eBusiness team.
- 3.2.5. All Hampshire-Constabulary websites (whether partnership initiatives or solely owned) must comply with relevant guidelines and legislation, such as the Equality Act and the Data Protection Act.

4. Roles & Responsibilities

- 4.1. Specific roles and responsibilities are outlined in the procedure above.

5. Administration

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5.1. There are no other specific administration processes involved with this procedure.

6. Monitoring/Evaluation

6.1. This procedure will be monitored and evaluated by the eBusiness team within the Service Delivery department, in consultation with the Headquarters Corporate Communications department. Should staff wish to comment or give feedback on this procedure; this can be directed to the eBusiness team via the [Force Website Mailbox](#).

7. Review

7.1. This procedure will be reviewed by the eBusiness team to ensure that it remains accurate, up to date and practicable.

8. Related Policies, Procedures And Information Sources

8.1. 22200 Policy - MCMS (Intranet And Force Website) Usage

8.2. 02106 Procedure - Data Protection

8.3. HANTSPOL Guidance and Instructions for Information Security

8.4. AD203 - Equality Impact Assessment

Origin: Service Delivery Department