

## Website Policy

Gan Alon values the contribution that a website can make to the life and role of a pre-school in a modern society. Gan Alon's website is incorporated into the host site of [www.nnls-masorti.org.uk](http://www.nnls-masorti.org.uk).

### Safeguards

The safety of children and other users who appear or are referred to on the published site is of paramount importance. Gan Alon will ensure that no pupil can be identified or contacted either via or as a result of using the Gan Alon website.

### Access and Approval

Content on the Gan Alon website is controlled by role access. There are 3 roles: contributors, editors and administrators. All material submitted to the site is initially given a status of 'Pending Review' and will not appear on the live site. Material must be promoted from 'Pending Review' to 'Published' status by an authorised person with the Editor role before it will appear on the site.

*Contributors* are allowed to submit new pages and upload photographs via the backend for approval prior to publication. Contributors are also allowed to edit their own content. Contributors are not allowed to promote 'Pending Review' content to 'Published'.

*Editors* are allowed to submit new pages and upload photographs via the backend for approval prior to publication. Editors are allowed to edit their own content and also contributors' content. Editors are allowed to promote 'Pending Review' content to 'Published'. Editors may also demote 'Published' content to 'Unpublished'.

*Administrators* have full access to the website environment for the purposes of maintaining the software and the underlying technical environment. This includes tasks such as user administration and software maintenance and upgrade. Administrators will not publish materials to the site unless expressly authorised by the Gan Alon Manager.

### Names, pictures and content

- Permission will be obtained from parents/authorised guardian via our signed Digital Image Consent Form before any pupil's image is used.
- Children's names will not be published.
- Any images of children will not be labelled with their names.
- Children will only be shown in photos where they are suitably dressed.
- Personal details of children or staff such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website.
- Links to external websites will be checked thoroughly before inclusion on the pre-school website. The sites will be checked for the suitability of their content for their intended audience.

- Written work will be checked to ensure (as far as possible) that no copyright or intellectual property rights are infringed.
- All written material will be checked for its suitability for its intended audience.

### Privacy

Parents have the right to refuse permission for their child's work and/or image to be published on the site. Those wishing to exercise this right should express their wishes in writing to the Gan Alon Manager, clearly stating whether they object to work, images, or both being published to the site. Parents will be notified of this right by publication of this policy at the beginning of the academic year and asked to return a Consent Form to the Gan Alon.

### Monitoring

An Editor will check material before it is uploaded or published to ensure that it is suitable and complies with the record of objections held by the Manager and with copyright laws (as far as is possible). Any persons named on a web page can ask for their details to be removed. The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least annually.

### Data Protection

The Data Protection Act 1998 came into force on 1 March 2000. The Act governs the collection, retention, use and transmission of information about living individuals and the rights those individuals have to see this information. The Act covers personal information in both electronic form and manual form (e.g. paper files, card indices) if the information is held in a relevant, structured filing system.

On an annual basis, the NNLS informs the Information Commissioner's Office of the purposes for which personal information is processed together with the types of individuals who are the subject of the data (data subjects), the types of data being processed (data classes), and the individuals or organisations to which the NNLS does or intends to disclose data. The NNLS (and Gan Alon) registration number is **Z3352152** and further details of the Data Protection register entry can be found on the Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk).