

Code of Practice for Using the Website, February 2025

The website is very high profile and it is important that we do not break Copyright Law or fall foul of the Data Protection Act. We must also ensure that we do nothing to compromise the Third Age Trust's charitable status or bring the Third Age Trust or Preston City Council into disrepute.

In 2025 Preston u3a's website is hosted by a company called Kualo.

The website team, not Kualo, is your source of help and advice for matters concerning the website. Email u3aslp@gmail.com for help and advice.

In these notes 'the website' is taken to apply to preston.u3a.org.uk and all its pages, and also affiliated group sites that are managed by group leaders but set up on their behalf by the Preston u3a website team (these are google sites)

PLEASE NOTE:

Do not infringe copyright. Make sure you have written permission for anything you copy/download.

If you ask nicely and explain what U3A is and that Preston u3a is a charity, you might well be given permission.

Make sure you have written permission from anyone before putting his or her surname or contact details on the site. An email will do but save that email safely.

Do not identify individuals in any photographs.

Make sure you do not make statements that a very sensitive person might find politically incorrect. If you are unsure, ask the Chair.

Apart from Preston u3a or national u3a merchandise, do not use the website for advertising Commercial Products or Other Organisations. However worthy a charity or organisation may be, we are unable to support all of them. If we were to support some but not others that would be considered favouritism and would create problems for us as an organisation, so we choose to support none of them.

Do not place any password-protected files on web pages

Do not put email addresses on web pages. Beacon is accessible to all group members to contact their group leader, and each group page also has a public contact form

Don't rely on the website as a personal archive - images and text may have to be removed at future times if server storage runs short

If requested to take remedial action by the website team, please comply within a reasonable period. If you need technical help and support, contact the website team.