

Title: <b>Website Policy</b>	Number: (insert policy #-optional)
Cross Reference: (include other policies that may relate)	
Approved by: Illinois State Council Board of Directors	Origination Date: 4/2008
Revised by: Communications Committee	Approval Date: 4/26/2008
Revised by: Communications Committee	Revision Date: 4/9/2015
Revised by: Illinois State Council Board of Directors	Revision Date: 5/4/2016

## POLICY:

- 1.1 To establish appropriate safeguards that ensure the security, integrity, and privacy of any personally identifiable information.
- 1.2 To guide the administration of the Illinois ENA website.
- 1.3 To define standards and procedures for website content.
- 1.4 To ensure a website that meets the information and communication needs of the membership in a timely manner.

## STANDARDS/CRITERIA:

- 2.1 All information and content on the website serves the needs of the membership and is in conjunction with the mission, vision, and goals of Illinois ENA.
- 2.2 The president will appoint a webmaster, and the Communications Committee provides oversight to the website and ensures that all website content meets the standards outlined in this policy.
- 2.3 All sites linking to and from the website must serve the needs of the membership and must not be in conflict with mission, vision, and goals of Illinois ENA. All sites requesting a link to or from the website must warrant that material on their site complies with all state and federal laws, patent or proprietary rights of others, and does not contain anything obscene, discriminatory, or intended for harassment.
- 2.4 Links cannot be accepted for employment recruitment or advertising purposes for any organizations, whether public, private, commercial, or not-for-profit.
- 2.5 Requests for posting of or links to non-ENA activities will not be accepted without prior special approval from the board of directors.
- 2.6 Illinois ENA may save information, such as time of day when the site was visited, browser type and language, and internet protocol (IP) address with each query.
- 2.7 By using the website, users consent to the collection and use of their information to the extent outlined in this policy.
- 2.8 Illinois ENA respects and protects the privacy of the individuals who use the website. Individually identifiable information is not willfully disclosed to any third party without first receiving the user's permission. The only exception to this policy is to comply with any valid legal process, such as search warrant, subpoena, statute, or court order.

- 2.9 The Member's Only section of the website may acquire unique user data when users specifically and knowingly provide that information in the course of using features, such as the annual elections and delegate recruitment. This information is confidential and is used expressly for the purpose intended.
- 2.10 The Member's Only section of the website provides the board of directors, committee chairs, and members with access to more secured information, such as financial information, committee meeting minutes, election ballots, and confidential documents. Varied levels of administrative access can be assigned to the board of directors.
- 2.11 Cookies – Upon a user's first visit to the website, Illinois ENA sends a "cookie" to the user's computer. A cookie is a piece of data that identifies a unique user. Illinois ENA uses cookies to improve the quality of our service by tracking user trends and patterns of how visitors navigate the website. Illinois ENA does not disclose its cookies to third parties, except as required by a valid legal process. Most browsers are initially setup to accept cookies, but users can reset their browsers to refuse all cookies or to indicate when a cookie may be sent. Be aware that some parts of the Illinois ENA search function may not operate properly if cookies are refused.
- 2.12 Copyright – All material on the website is Copyright © 2009-2016, Illinois ENA, All rights reserved. Illinois ENA copyrighted materials may not be reproduced in whole or in part by any third parties without prior written permission from Illinois ENA, unless content is expressly noted as a free download. Third parties must not present website content as their own, or otherwise misrepresent Illinois ENA web content or misinform users about the origin or ownership of the content. The use of the Illinois ENA name, logo, or other ENA marks in any format is prohibited without prior written permission from Illinois ENA.
- 2.13 Information sharing – Illinois ENA only divulges aggregate information about users of the website and does not share any personally identifiable information with any third party without the user's consent, except as required by a valid legal process as described previously in this policy. Examples of information shared include data on how frequently the average Illinois ENA user visits certain parts of the website or which query words are used most often. When a user sends an email message, that user may forward personal information such as name, address, and email address. This information may be stored in order to respond to the request or otherwise resolve the subject matter of the email. Email is not necessarily secure against interception. If communication is very sensitive, or includes personal information such as Social Security number, consider other means of submission.
- 2.14 Linking – The website contains links to enable users to visit other websites. These links are provided for the convenience of our users, and the presence of these links does not signify Illinois ENA endorsement. Illinois ENA is not responsible for the contents of any linked site, any link(s) contained in any linked site, or any completeness, changes, or updates to the information contained in such sites. Illinois

ENA is not responsible for a loss of link service, and reserves the right to remove any links at any times. Illinois ENA's provision of a link does not imply Illinois ENA's endorsement of the site, the organization operating the site, or any products or services of the organization and/or the site, and no site can state or imply such an endorsement. Exercise caution when visiting other websites.

### **PROCEDURE:**

- 3.1 Board of directors, committee chairs and ENA members that are interested in having content posted on the website must submit the following to the webmaster at [webmaster@illinoisena.org](mailto:webmaster@illinoisena.org):
  - 3.1.1 An email request
  - 3.1.2 An electronic copy of the material/document. Note: Text or documentation needs to be provided. Simply submitting a request to post information on a specific topic is not sufficient. The requestor must develop text related to the topic that will be used in the posting. The webmaster reserves the right to edit any submitted text/documentation to assure clarity.
  - 3.1.3 Permission release from the author of the submitted material
- 3.2 Items that are submitted for posting will undergo review by the webmaster (in certain cases the webmaster may need to consult with the president and/or Communications Committee to ensure that the materials meet the Website Policy standards). The final decision as to whether the item will be approved for site publication remains solely with Illinois ENA. Once an item is approved for posting, it is forwarded to the web editor(s).
- 3.3 All requests pertaining to linkage to or from the Illinois ENA website must be sent to Illinois ENA via email to the webmaster. The final decision to grant a link remains solely with Illinois ENA.
- 3.4 The accuracy of submitted material remains the responsibility of the author, and is not the responsibility of Illinois ENA.
- 3.5 The Illinois ENA webmaster and web editor(s) will review the website on a routine basis to identify any outdated information or material for deletion to ensure that the website remains as current as possible.