

Policy Name: Policy on Management of MIE Website

Policy Title:	Policy on Management of MIE Website
Description:	Policy detailing how to populate the MIE website and suitable content therein.
Author (Position):	Director of IT & eLearning
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Approved By:	MIE Governing Body
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MIE Policy on Management of MIE website

1. Context

This policy outlines the procedures and guidelines for authoring content on the main MIE website. The policy outlines guidelines associated with ensuring reliable, accurate and timely content on the main MIE website.

- 1.1. MIE's website aims to provide accurate, useful and timely information on all aspects of MIE's activities to both members of MIE and external users.
- 1.2. MIE website aims to be accessible to all users including people with disabilities. All new websites, and pages therein, within the MIE website are required to be universally accessible at priority levels 1 and 2, except in very exceptional circumstances.
- 1.3. Only those web pages which contain the domain name mie.ie will be hosted on any server on MIE network.
- 1.4. MIE's web resources will be used only by members of MIE for MIE-related activities.
- 1.5. Users of MIE's web resources will adhere at all times to the [MIE's Staff & Students Code of Conduct for Use of IT Systems](#) and [MIE IT Acceptable Use Policy](#) for the use of computing resources.
- 1.6. MIE's web pages will be up-dated regularly and will not contain out-of-date i.e. older than 2 years, or inaccurate material.
- 1.7. Users of MIE web resources will not make use of, or publish, material that is obscene, libellous or defamatory or in violation of any right of any third party.
- 1.8. Users of MIE web resources will not publish material which would bring the name of MIE into disrepute.
- 1.9. Users of MIE web resources will comply with the requirements of relevant legislation as outlined in [MIE's Staff & Students Code of Conduct for Use of IT Systems](#), [MIE IT Acceptable Use Policy](#) and other policies as listed on our website, and on our internal virtual learning environment.
- 1.10. All pages within MIE website will conform to the MIE's [IT Security](#) policies.
- 1.11. Advertising and/or other commercial activities will be permitted only on MIE's website under very specific conditions, and with prior approval of the President of MIE, and/or the Director of IT & eLearning, or their delegate, as required.
- 1.12. The design of all MIE web pages will conform to the technical and design requirements developed by the MIE's Web Management Committee.

2. Responsibility for Webpages

- 2.1. The web editor to MIE is the final arbiter on the suitability of material for publication on the MIE website (i.e. all material published within the domain mie.ie) and may authorise the removal from MIE website of material which does not conform to MIE policies.
- 2.2. Each person nominated as MIE's web editor, as being responsible for MIE web pages, must take every reasonable care to ensure that all material held on a server complies with all EU and Irish state legislation, and conforms to all policies published by the Web Management Committee, Information Systems Services and [IT Security](#).
- 2.3. Each nominated person responsible for MIE web pages should periodically audit web content for data accuracy, appropriateness and legal compliance.

3. Compliance with Legislation

- 3.1. All users of MIE's web resources must comply with national and international legislation in all respects. In particular, attention is drawn to the following:
 - 3.1.1. MIE website aims to be accessible to all users including people with disabilities for whom the internet can be a very valuable communication and information tool. Technical tools are constantly being developed and refined which convert text on web pages to the spoken word and thereby make information accessible to people with disabilities, particularly those with visual impairment and reading difficulties. The degree to which web pages are accessible to users with disabilities is defined in terms of priority levels ([Web Accessibility Initiative - WAI](#)) and all new websites within MIE website are required to be universally accessible at priority levels 1 and 2 except in very exceptional circumstances.
 - 3.1.2. Those responsible for existing MIE websites will be encouraged to make the changes necessary to achieve accessibility at this minimum level. It is strongly recommended that websites should be developed with a view to achieving accessibility at priority level 3.
- 3.2. [Child Trafficking and Pornography Act, 1998](#)
 - 3.2.1. It is an offence to knowingly produce, distribute, print or publish child pornography and to knowingly import, export, sell, show or advertise child pornography cause or facilitate, or encourage, any of these activities or be in possession of any child pornography.

3.2.2. The provisions of this Act cover the storing, viewing or distribution of child pornography on any computer system.

3.2.3. Persons found guilty of any of the above offences are liable to a fine and/or prison sentence.

3.2.4. Any staff or student member of MIE found to be in breach of the provisions of this Act shall be immediately reported to the Gardaí.

4. Data Protection Acts 1988 to 2018.

4.1. In order to comply with the provisions of the Data Protection Acts (See Section 10 below), the use of any forms or email addresses to request personal information must inform the website visitor of:

4.1.1. The identity of who is collecting the data, which should include contact information;

4.1.2. The purpose, or purposes, in collecting the data;

4.1.3. The persons or categories of persons to whom the data may be disclosed; and

4.1.4. any other information which is necessary so that processing the data may be fair, such as informing users which information is mandatory and which optional and any particular implications for them in providing the information being sought and their right to access and rectify the data; and

4.1.5. It is good practice to inform the users of the period for which the data will be kept.

4.1.6. A commitment must be given that the personal information so collected will be used only for the purposes that it was given and that it will not be released to other parties without the permission of the individual, except as permitted by law.

4.1.7. Only required information should be collected and care should be taken not to seek information that is unnecessary for the purpose.

4.1.8. Subsequent use of the personal data must conform to the information provided to the user.

4.1.9. Any use not disclosed when the information was collected will require further consent, except as permitted by law.

4.2. Data should be held only for as long as needed for the purpose for which they were collected and should then be deleted in a secure manner. Whilst the data are retained

they should be stored securely and backed-up as appropriate.

4.3. The [Data Protection Acts 1998, 2003](#) and [2018](#) apply to the acquisition, storage and processing of personal information i.e. information about an identifiable living person.

4.4. All those handling personal information have duties under the Acts to:

4.4.1. Obtain and process information fairly;

4.4.2. Keep it only for one or more specified, explicit and lawful purposes;

4.4.3. Use and disclose it only in ways compatible with these purposes;

4.4.4. Keep it safe and secure;

4.4.5. Keep it accurate, complete and up-to-date;

4.4.6. Ensure that it is adequate, relevant and not excessive;

4.4.7. Retain it for no longer than is necessary for the purpose or purposes; and

4.4.8. Give a copy of his/her personal data to that individual, on request.

4.5. Further information on data protection is available from the website of the [Data Protection Commission](#), which includes an informal consolidated version of the [Data Protection Act, 1988](#) and [2003](#), or from MIE's Information Compliance Officer (data.protection@mie.ie).

4.6. Users must also comply with the following, which may be viewed on the Commissioner's website:

- i. [EU Directive 95/46/EC](#) – the Data Protection Directive;
- ii. [EU Directive 97/66/EC](#) – the Telecommunications Directive;
- iii. [EU Directive 2002/58/EC](#) – the e-Commerce Directive; and
- iv. Regulations under the [Data Protection Act, 1988](#).

5. Copyright and Related Rights Act, 2000

5.1. All web pages should comply with the provisions of the [Copyright and Related Rights Act, 2000](#) and should not unlawfully reproduce and make available to the public any work in which copyright subsists and for which no licensing arrangements have been put in place.

5.2. Material published on MIE's locally-accessible web pages is considered to be publicly available for the purposes of the Act.

5.3. Works in which copyright subsists include:

- i. Original literary, dramatic, musical or artistic works
- ii. Sound recordings, films, broadcasts or cable programmes

- iii. Typographical arrangement of published editions
- iv. Original databases
- v. The application of the Act for educational purposes should comply with [Sections 53-58](#) of the Act.

6. Writing Web pages

All pages written for MIE web (for both local and global access) should be readable on the standard versions of browsers.

7. Advertising and sponsorship

- 7.1. Links to commercial organisations from MIE's website are established only if they are specifically relevant to MIE, MIE staff and/or students.
- 7.2. Where links to licensed offices are provided on MIE web pages, they should be clearly identified as a licensed office link and not just be pointers to those offices.
- 7.3. No advertisements, including 'banner' advertisements, are permitted on MIE web site.
- 7.4. All acknowledgments to sponsors should be discreet and not cover any more than 5% of a normal screen.
- 7.5. Where a link to a sponsor's logo is required it should open to a separate web page.
- 7.6. Where required, all MIE websites will contain appropriate acknowledgement of research and other funding bodies e.g. PRTL, [Science Foundation Ireland](#), [National Development Plan](#), [Irish Research Council](#) etc.

8. Website Design and Maintenance

The following policy relates to the maintenance of individual departmental pages on the MIE website.

- 8.1. Public level, information web sites for all areas in MIE are generally designed by MIE's Web officer with the area concerned contributing significantly to the design concept for the website and being entirely responsible for their content.
- 8.2. In order to ensure long-term value from the time and effort spent in designing and implementing high quality websites and MIE branding and to ensure consistency in design and navigation for primary publicly accessible web pages in each department area:

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- i. MIE web servers www.mie.ie and mie.learnonline.ie are the main MIE informational sites suitable for storing public information about MIE.
- ii. In order to comply with relevant polices and ensure appropriate use of these servers, and the service they provide, please note the following usage policy:
 - a. The installation of applications on www.mie.ie and mie.learnonline.ie by users is not permitted.
 - b. Users are not permitted to develop applications (for example PHP and MySQL) on www.mie.ie.
 - c. MySQL databases are allocated for the purpose of content delivery only. They should not be used to generate and store data, particularly personal data, or as part of an application.
 - d. The use and design of MIE website in relation to Data Protection must comply with legal requirements and MIE's web [Privacy Statement](#).
 - e. Personal data, including sensitive personal data, is information relating to a living individual who is, or can be, identified, either from the data or from the data in conjunction with other information.

8.2. This is a highly regulated area and in order to assist MIE users in complying with the relevant legislation and MIE policies please see the relevant list of associated legislation available on www.mie.ie and/or virtual learning environment compliance area.

9. Responsibility

The Director of IT & eLearning has responsibility for this Policy, in association with our website provider, and other external third parties.

10. Related Documents

- 10.1. [MIE's Staff & Students Code of Conduct for Use of IT Systems](#)
- 10.2. [MIE IT Acceptable Use Policy](#)
- 10.3. [IT Security Policy](#)
- 10.4. [MIE Privacy Statement](#)
- 10.5. [Data Protection Act, 1988](#)
- 10.6. [Data Protection \(Amendment\) Act 2003](#)
- 10.7. [Data Protection Act 2018](#)
- 10.8. [Copyright and Related Rights Act, 2000](#)