

Publishing on the UTS Website Policy

1. Purpose

- 1.1 The purpose of the Publishing on the UTS Website Policy (the policy) is to manage the integrity of the information published on the UTS website to ensure it is both accurate and complies with relevant legislation and standards.
- 1.2 The types of information published on the UTS website, and the conditions for publication, are defined in this policy.

2. Scope

- 2.1 This policy applies to all staff, students and affiliates (hereafter staff) and to all information published on the UTS website.
- 2.2 External websites cited on the UTS website are out of scope of this policy.
- 2.3 Applications for approval to use the UTS logo are out of scope of this policy (refer [Use the UTS logo](#) (Staff Connect)).

3. Principles

- 3.1 The adoption and support of consistent and professional web management practices enables UTS to meet its strategic and business objectives while maintaining the UTS brand and reputation.
- 3.2 Information published on the UTS website has been categorised to provide guidance and requirements for publication.
 - Category 1: Core UTS information refers to the official authoritative source of UTS information for the UTS Act, By-law, Rules, policies, legislative compliance, Council and its committees, and courses and subjects (including fees).
 - Category 2: UTS business information refers to all information relating to the official business of UTS's executive, divisions, units, faculties, institutes and centres.
 - Category 3: UTS teaching and research information refers to all materials that are available on the UTS Library website, which UTS staff are authorised to use for teaching purposes.
 - Category 4: UTS staff and student information refers to all information published by UTS staff and students that relates to their role and/or area of teaching, research or study at UTS.
 - Category 5: UTS controlled entities information refers to all information associated with the official business activities of UTS controlled entities that is published on their websites or within category 2 information.

- Category 6: Other organisations associated with UTS information refers to all information on any of the organisations that UTS has agreed to host their websites or webpages.
- 3.3 The requirement to accurately and transparently publish UTS information is considered separate from the exercise of academic freedom as protected in the [Academic Freedom and Freedom of Expression Policy](#).

4. Policy statements

- 4.1 When publishing on the UTS website, staff must act in accordance with the:
- protocols, web standards and practices for the management of information
 - responsibilities and accountabilities for authoring and publishing information, and
 - quality assurance methodologies and audit practices to ensure that all information complies with UTS policies and relevant legislation.
- 4.2 The [Data Governance Policy](#), the [Information Security Policy](#) and the web standards (refer [References](#)) support the implementation of this policy.

Authority to publish on the UTS website

- 4.3 The Vice-Chancellor, members of the senior executive, deans and directors (as information owners) are the authorising officers for the creation and publication of category 1, 2 and 3 information for their area of responsibility.
- 4.4 Authorising officers can, where appropriate, delegate approval to staff in their area of responsibility to author, approve and/or publish information on the UTS website.
- 4.5 All category 1, 2 and 3 information must conform to the [Brand and Visual Identity](#) (Staff Connect), [Publications style guide](#) (Staff Connect) and any web standards for the publication of category 1, 2 and 3 information.
- 4.6 UTS staff and students can publish category 4 information subject to the following conditions:
- information published by staff or students (hereafter publisher) must be associated with their area of teaching, research or study at UTS
 - the publisher is considered both the information owner and the authorising officer, and must comply with the relevant conditions for the publication of information outlined in this policy
 - the publisher must include an appropriate disclaimer statement on their site, and
 - the publisher must not use the UTS logo or emblem unless approval has been granted.
- 4.7 UTS controlled entities can publish category 5 information on the UTS website subject to the following conditions:
- information published on a UTS controlled entity's website must be associated with the official business activities of the UTS controlled entity
 - the published information must not expose UTS to the risk of a legal liability or contradict UTS policies

- the chief executive officer of the UTS controlled entity, or their nominated representative, must approve all information prior to publication on the UTS website
 - the entity must include a disclaimer statement on their site, which states the views expressed on their site are the views of their organisation and do not reflect the views of UTS and, further, must not use the UTS logo or emblem unless approval has been granted, and
 - UTS controlled entities must comply with the relevant conditions for the publication of information outlined in this policy.
- 4.8 The Chief Information Officer (CIO) may approve the hosting of external organisations' websites or webpages. Approved external organisations must comply with the same terms and conditions as for category 5 information as outlined in this policy.
- 4.9 Information owners must approve all amendments to information before it is published on the UTS website.
- 4.10 UTS reserves the right to remove any information published on the UTS website if it considers the information to be in breach of UTS policies, values and/or its legislative obligations. The CIO, Chief Marketing and Communications Officer (CMCO) and the University Secretary have the authority to issue instructions for the removal of any non-compliant information published on the UTS website.

Conditions for publication of information

- 4.11 Authoritative sources of category 1 information are published and managed by the University Secretary. Category 1 information can only be displayed on other sites or pages via the inclusion of a link to or feed from the authoritative source.
- 4.12 Links to external websites can only be included on the UTS website if the information clearly relates to the core business activities of the university, or an area of teaching, research or study at UTS.
- 4.13 The authorising officer is responsible for approving the inclusion of links to external websites. A link to the UTS website disclaimer statement, which includes a provision regarding external links, must be included in the footer of all pages containing external links.
- 4.14 The UTS website must not be used to promote any external organisation's advertising material that is not clearly related to the core business activities of the university. Approval must be sought from the Vice-Chancellor or nominee before a paid or unpaid advertisement from an external organisation is published on the UTS website.

Compliance requirements

- 4.15 All information on the UTS website must be published in accordance with legal requirements and UTS policies and rules. Information owners and authorising officers must:
- comply with copyright legislation (refer Footer web standard (refer [References](#)) and [Copyright statement](#))

- comply with the [Privacy Policy](#), the Privacy Management Plan (available at [Privacy regulations](#)) and the [Privacy and Personal Information Protection Act 1998 \(NSW\)](#). The [UTS Privacy Statement](#) must be included as a link in the footer of all websites containing category 1, 2 or 3 information
- in publishing category 1, 2 or 3 information observe the principles of the [Anti-Discrimination Act 1977 \(NSW\)](#) and the requirements of the [Equity, Inclusion and Respect Policy](#) (refer [Diversity and inclusion](#) for further guidance)
- manage information in line with the [Records Management Policy](#) (as the UTS website is considered a record of the university) by establishing an appropriate version control register to record updates to category 1, 2 or 3 information
- comply with the [Disability Discrimination Act 1992 \(Cwlth\)](#), ensuring all UTS webpages comply with the mandatory WCAG 2.1, conformance level A standard, and adhere to the further WCAG 2.1, conformance level AA where possible (refer [Accessibility statement](#))
- ensure the appropriate disclaimer statement included in the footer of relevant websites, as detailed in the [Disclaimer Web Standard](#) (refer [Disclaimer statement](#)).

Breaches and exclusions

- 4.16 All suspected breaches of this policy should, in the first instance, be reported to the CIO or the CMCO. Suspected breaches of a serious nature should be reported directly to the University Secretary or via the [Fraud and Corruption Prevention and Public Interest Disclosures Policy](#). All reports received will be treated with appropriate concern for the law and privacy.
- 4.17 The University Secretary is responsible for taking corrective action to rectify all breaches of this policy and, where relevant, for reporting any illegal activities to the appropriate authorities. Staff and students should be aware that they might also be subject to criminal or civil proceedings for publication of illegal or defamatory material.
- 4.18 Breaches of this policy will be managed in line with the [Code of Conduct](#), relevant [Enterprise agreement](#) and/or the [Student Rules](#).

5. Policy ownership and support

- 5.1 **Policy owner:** The Chief Information Officer, University Secretary and the Chief Marketing and Communications Officer are responsible for enforcement and compliance of this policy, ensuring that its principles and statements are observed. The policy owners are also responsible for the approval of any associated university level procedures.
- 5.2 **Policy contact:** The Chief Information Officer, University Secretary and the Chief Marketing and Communications Officer share joint responsibility for the day to day implementation of this policy and act as primary points of contact for advice on fulfilling its provisions.
- 5.3 **Others:** Information owners and authorising officers are responsible for ensuring that:
- information conforms with this policy, relevant legislation and web standards (refer [References](#))

- confidential material is stored in line with the requirements of the [Privacy Policy](#) and the [Records Management Policy](#)
- information is not duplicated
- information is accurate and current
- appropriate security control mechanisms, for example passwords and security controls, are in place to manage access to confidential information, sensitive or otherwise restricted access information, and
- information is regularly audited, reviewed, updated and maintained.

Publishers share joint responsibility for the day to day implementation of this policy and act as primary points of contact for advice on fulfilling its provisions.

6. Definitions

The following definitions apply for this policy and all associated procedures. Definitions in the singular also include the plural meaning of the word.

Authorising officer means staff who have delegated authority and/or approval to publish approved information on a webpage or website within scope of this policy.

Information owner means staff with delegated authority and/or approval to both author and approve information for publication on the UTS website.

UTS website includes all websites and webpages that contain the domain name uts.edu.au, or other names as registered or approved in line with this policy from time to time.

Web standard means the agreed standards that are used to ensure the practices associated with the publication and management of information on the UTS website are undertaken in a consistent and standardised way to comply with legal requirements and UTS policies. The standards are used as a reference point to check compliance and are listed in this policy (refer [References](#)).

Approval information

Policy contact	Chief Information Officer, University Secretary, Chief Marketing and Communications Officer
Approval authority	Council
Review date	2022
File number	UR22/1249
Superseded documents	This policy replaces the previous version of the UTS Web Policy (COU/98/95) and the UTS Code of Conduct for Web Publishing (COU/99/27(4).21)

Version history

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Council (COU/04/165)	15/11/2004	13/12/2004	New policy
2.0	Vice Chancellor	28/04/2022	28/04/2022	Changes and updates to reflect new ownership under portfolio realignment under Fit for 2027 project. General updates and corrections. Transfer to new template.

References

[Anti-Discrimination Act 1977 \(NSW\)](#)

[Code of Conduct](#)

[Data Governance Policy](#)

[Disability Discrimination Act 1992 \(Cwlth\)](#)

[Equity, Inclusion and Respect Policy](#)

[Intellectual Property Policy](#)

[Privacy and Personal Information Protection Act 1998 \(NSW\)](#)

[Publications style guide](#) (Staff Connect)

[Privacy at UTS](#)

[Privacy Policy](#)

[Provision and Acceptable Use of Information Technology Resources Policy](#)

[Records Management Policy](#)

Web standards

[Brand and Visual Identity](#) (Staff Connect)

[Category 1 — Core UTS Information Web Standard](#)

[Disclaimer Web Standard](#)

[Footer Web Standard](#)

[UTS Web Statements](#)