

## Interim Guidelines for Personal Web Pages

Personal Web Pages are designed to let members of the University publish information about their academic activities quickly and informally. You may also include other information that may be of interest - but all information provided on personal web pages must conform to the criteria set out below.

The University reserves the right to remove any personal Web pages that do not conform to these criteria or that the University does not wish to host on its systems. The final arbiter in this matter is the Registrar of the University.

Only official institutional Web pages may use University logos, or other copyrighted or trademarked University materials. Thus, **you may not incorporate the University logo into your personal Web page**. Materials published by the University, including the contents of brochures, handbooks and other publicity materials may not be used. You are not permitted to designate, represent or hold out your pages as being official institutional University Web pages, to use your pages for official University business, or to use your pages to enter into contracts, which purport to bind the University.

### Personal Web pages may not:

- contain, or be used to distribute, or have direct links to, material which is sexist, racist, homophobic, xenophobic, pornographic, or similarly discriminatory and/or offensive;
- contain, or be used to distribute, or have direct links to material that advocates or condones, directly or indirectly, criminal activity, or which may otherwise damage the University's research, teaching, and commercial activities, in the UK or abroad.
- contain, or be used to distribute, text, images or other materials to which a third party holds an intellectual property right, without the express written permission of the rightholder. Thus copyrighted material, such as novels, poetry, non-fiction books, letters, memoranda, directories, e-mail messages, photographs, paintings, films, video, sound recordings, cartoons etc. should be used with only where you are sure that copyright has expired, or that you have explicit permission to use them; and trademarked logos should not be used without permission;
- contain, or be used to distribute, or have direct links to, defamatory material. That is, they may not contain material that falsely states or implies something about an identifiable individual that will result in that individual being held in lower esteem by others as a result;
- contain, or be used to distribute, or have direct links to, material that could be used in order to breach computer security, or to facilitate unauthorised entry into computer systems. This includes, but is not limited to: viruses; virus creation kits; User IDs and passwords obtained without authorisation, or which you have no authority to disclose to others; and "hacker manuals";
- contain, or be used to distribute, or have direct links to, material that is likely to prejudice or seriously impede the course of justice in UK criminal or civil proceedings. This includes: material which prejudices a case, especially where it makes the express or tacit assumption that the accused in a criminal trial is guilty; material which is emotive or disparaging, especially where there is an insinuation of complicity or guilt by association; material which is likely to be inadmissible at trial, such as previous convictions, or mention of evidence

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likely to be excluded as having been improperly obtained; material such as a photograph of the defendant, where the issue of identification forms part of the trial proceedings; material hostile or abusive towards potential witnesses with the intention of coercing them into not testifying, or disclosure of witnesses' names following a court order that their names should not be disclosed; material disclosing information about jury deliberations; material breaching reporting restrictions in cases where in open court there is identification of children involved in the proceedings, or identification of rape victims; material relating to court proceedings closed to the public, including where there is an issue of national security;

- contain personal data (as defined by the Data Protection Act 1998) about third parties, unless their explicit permission has been given, or the information is properly notified to the Data Protection Commissioner, or the information is covered by a relevant exemption;
- contain commercial advertisements or be used to carry out commercial activities of any sort.

In particular, personal Web pages may not contain material that breaches, or is likely to breach:

- The Obscene Publications Act 1959,
- The Sex Discrimination Act 1975,
- [The Race Relations Act 1976](#),
- The Protection of Children Act 1978,
- The Contempt of Court Act 1981,
- The Telecommunications Act 1984, The Public Order Act 1986, The Copyright, Designs and Patents Act 1988,
- [The Computer Misuse Act 1990](#),
- The Trademarks Act 1994,
- [The Data Protection Act 1998](#).

If you are in any doubt as to the acceptability or legality of material which you wish to place on your personal Web pages you should contact an IT Services Support Desk for advice.

If you believe that a member of the University has personal Web pages that contravene these conditions, you should report your concern, indicating the location and nature of the offending material, to the Director of IT Services.