

Digital Fife User Agreement

Digital Fife is a voluntary organisation that offers a free and easy way for community groups to create websites that promote their work to the community they support.

Fife Council has a long-standing partnership with Digital Fife and currently provides funding for the server, platform maintenance, domain costs and a part-time development worker who provides training and support to community groups with Digital Fife websites.

This agreement outlines the roles and responsibilities of both Digital Fife and community groups utilising Digital Fife supported websites.

Privacy of your Contact Details

To ensure we can contact you when required, Digital Fife requires the details of at least two individuals within your organisation.

This information can be updated by your site editor at any time, for example when an individual leaves your organisation or is no longer involved in the maintenance of your website. (Login to your website as an administrator and select the Admin -> Contact Details option to update your contact information.)

This personal information includes the name, email address and phone number of both contacts. In addition, we require a postal address for your primary contact.

The information recorded is accessible only to individuals provided with the administrator password for your site, along with individuals within Digital Fife who require access to the information in order to undertake their role, with access again password protected. These individuals within Digital Fife are limited to:

- The current Chair of Digital Fife;
- The Digital Fife administrator;
- The Fife Council development worker; and
- The developer of the software that underpins all Digital Fife supported websites.

By agreeing to this user agreement, you are indicating your acceptance that this information will be accessible to the individuals fulfilling the roles named above.

Cookies

Cookies are small files generated by all websites that contain information that supports the operation of the website.

Cookies are typically classed as either 'essential', meaning that the information contained in the cookie is limited solely to information critical to the operation and of the website, or 'non-essential' (sometimes known as third-party or tracking cookies) and may record information about you, the websites you have previously visited and might contain advertising.

UK cookie law, primarily under the Privacy and Electronic Communications Regulations (PECR), the Data Protection Act and the UK General Data Protection Regulations (UK GDPR), requires websites to inform users about cookies, explain their purpose, and obtain explicit, affirmative consent for cookies, with exceptions for strictly necessary cookies.

The cookies created directly by Digital Fife supported websites are classed as essential and are permissible under UK legislation; therefore, if you create a site that does not make use of any of the embedded functionality outlined below, your site will not require a cookie permission pop-up.

Where you use the additional embedded functionality provided by certain widgets (namely, the YouTube® video widget, PayPal® buy or donate widgets, Facebook® or Twitter® (now X®) feed widgets, Google® Drive or Map widgets, or the use of Google Analytics®), cookies may be created by these tools, regardless of whether the site visitor uses that widget or not. These cookies may potentially contain tracking information or advertising.

To ensure compliance with relevant legislation, where your site includes any of the functions listed above, a cookie permission pop-up will automatically appear to allow all site visitors the option of accepting these third-party cookies, or viewing the website with those functions disabled. Your website will continue to operate as designed - the impacted widgets will simply not appear if the user declines third-party cookies.

The requirement for a cookie permission pop-up should not deter you from using these widgets, which can often add significantly to the attractiveness and useability of your website. The use of a cookie pop-up is commonplace across the internet, and the vast majority of site visitors will be familiar with the process.

Digital Fife Roles and Responsibilities

Digital Fife will:

1. Take responsibility for maintaining the Service Level Agreement with Fife Council.
2. Provide ongoing support and training to groups with Digital Fife websites, in partnership with the Fife Council development worker.
3. Respond to queries and requests for support received through the Digital Fife website.
4. Provide supporting information to assist with developing and maintaining websites, and guidance on designing effective and attractive websites.
5. Work with community groups to identify and resolve any issues with the technical running of Digital Fife.
6. Host and manage the domain names for Digital Fife websites.

Digital Fife will **not**:

- Take responsibility for the completeness or accuracy of website content.
- Take responsibility for compliance with legislation relating to data protection (including GDPR), copyright, safeguarding or cyber security. The website belongs to the community group and therefore the Digital Fife Trustees do not take responsibility for reporting any breaches with the relevant legislation; however, the Trustees will require individual websites to report to the appropriate authorities, be that the police or Information Commissioner. Digital Fife will, where requested, provide advice and support to report any breaches to the relevant authorities.
- Take responsibility for the restoration of information lost during the maintenance of your website. Whilst Digital Fife takes regular backups of all sites, it does not provide a restoration service and aims to recover the information on a best-endeavours basis only.

Community Group Roles and Responsibilities

Community Groups are solely responsible for the content of their website, including ensuring compliance with all relevant legislation.

Each site administrator and editor agrees to the following conditions:

1. We will make our website public within 6 months from receiving confirmation that our application has been successful. *(Please note that Digital Fife maintains the right to delete sites that remain hidden beyond this period and are not being actively developed.)*
2. We will update our website regularly to ensure it appears active and does not contain any inaccurate or outdated information or references. This includes updating the contact details of the site editor and administrator within the admin section of the website.
3. No offensive, libellous, unlawful or other unsuitable or inappropriate material will be posted on the website.
4. We take full responsibility for the accuracy and legality of all content.
5. We will not infringe copyright law, for example by copying content from other websites.
6. We will not upload images or videos to the website other than from the included library or content created or taken directly by members who have provided explicit written authority to publish that content. *(The in-built library is provided by Pixabay® and contains over 5 million images. You should therefore be able to find a suitable image in this library.)*
7. No pictures, videos and other content that identify individuals without their consent or, in the case of children, the consent of their parents or carers will be displayed on the website.
8. Whilst there are no technical limits to the size of the site, including the upload library, we will consider alternatives before uploading video and other large files. *(The “YouTube widget” allows community organisations to embed videos in your site.)*
9. To protect individuals, no personal contact details (e.g. address, phone or e-mail) will be displayed on the site. Generic email addresses that do not identify an individual (e.g. fifebowling@email.com) and the phone number or address of your organisation’s premises (e.g. a bowling club pavilion) may be displayed. *(The “Contact Form” widget enables visitors to make contact without knowing the recipient e-mail address.)*
10. We will abide by the GDPR data protection regulations and will only collect, store and use personal information with the explicit consent of the individuals. *(The “GDPR widget” facilitates this process.)*
11. We will delete stored user details on request, or when no longer required. This includes any personal information recorded in the website contact details, website user details and any mailing lists recorded within your website.

12. We will endeavour to use correct spelling, punctuation and grammar and ensure that all links between pages are operating correctly.
13. Other than in the “Pure HTML” widget, we will not post content that includes HTML, JavaScript or other computer software code. *(The “Pure HTML” widget should only be used by people familiar with HTML and JavaScript, and content should be validated before posting.)*
14. We will not use the site to sell items or otherwise generate revenue other than for purely fundraising purposes and where 100% of proceeds are returned to the community organisation operating the site. This includes the sale of tickets, raffles and items made through the operation of the community group. *(The PayPal® buy widget should be used to sell items and the PayPal® donate widget should be used to raise funds for the community organisation, although links to fundraising services such as GoFundMe® or JustGiving® may also be utilised.)*
15. We will not embed any third-party components, widgets or plug-ins, other than those built into the Digital Fife platform (namely, the social media link widget, YouTube® video widget, PayPal® buy or donate widgets, Facebook® or Twitter® (now X®) feed widgets, Google® Drive or Map widgets, or RSS feed widget).
16. We will respond promptly and constructively to comments, advice and requests from Digital Fife.
17. We will choose a hard-to-guess password, not share it with others and change it regularly.
18. We will keep our own content backups to allow us to restore material we have deleted.
19. We will reconfirm our accord with this agreement on an annual basis, when requested by Digital Fife.

Agreement confirmed by (name):

on behalf of (organisation):

