

POLICY TITLE	Web Properties Management
POLICY NUMBER	O-1.6
POLICY TYPE	Governance
APPROVAL DATE	March 5, 2024
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	2024
NEXT REVIEW DATE	2029
HOLDER	President
RESPONSIBLE OPERATIONAL LEADERS	Chief Information Officer, Executive Director Communications and Marketing
SUPPORTING DOCUMENTS	Brand and logo guidelines Social media guide Style guide Website Responsibility Matrix Media guide Drupal intro training Publishing guide

WEB PROPERTIES MANAGEMENT

PURPOSE

The Web Properties Management policy recognizes that in addition to the college website there are related unique web properties that require consistent standards of quality, management controls, and conditions of use.

POLICY APPLICATION AND SCOPE

This policy applies to all members of the college community or any person(s) engaged in activities that connect to the college's website and related web properties in any capacity.

DEFINITIONS

Web Properties: The various digital assets or entities that Camosun College owns or maintains on the internet. These properties can include websites, social media profiles, e-commerce stores, blogs, forums and any other online platforms or channels where content is created, shared, or interacted with. A list of current web properties is maintained on the [Web Governance Group](#) site.

POLICY

- iv. Establish sub-committees and working groups to advise on web trends and support the maintenance of the college website, templates and web properties.
 - v. Approve or disapprove requests.
3. Operations and Delivery Group
Core delivery group that is responsible for the day to day operations and delivery of the web channel operations.

RELATED LEGISLATED REFERENCES

[Accessible BC Act](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

[E-3.4 Copyright](#)

[G-2.3 Corporate Relations](#)

[O.6.2 Record Management](#)

[O-1.2 Systems and Networks Administration](#)

[O-5.11 Standards of Conduct](#)

[O-6.1 Protection of Privacy Policy](#)