

# Town of Rochester Web Site Policies

## **Content Policies**

The overall Web Site Administrator is responsible for the general content and maintenance but not for the content of individual areas on the Town of Rochester web site. The town board has designated additional web site administrators to provide content and maintenance of such areas as the Community Center, Community Calendar, Zoning Board of Appeals, Planning Board and other individual areas of the website and town departments.

The realities of web site administration require that the Web Site Administrators have the ability to make changes on a day-to-day basis. In order to make this web site viable, the Town Board has delegated to the Web Site Administrators rights as the de facto editors of the Town of Rochester web site. The Web Site Administrators are responsible for the selection of content, including the suitability of links to external business sites or organizations within acceptable community standards under the Town Board's guidance, but the Town Board reserves the right to override any decisions regarding content or complaints at its sole discretion.

Communications received on issues regarding Web Site content or complaints should initially be provided to the Web Site Administrator in writing. The Web Site Administrator shall forward all such issues or complaints to each member of the Town Board, or to such member designated by the Town Board for that purpose within a reasonable time from receipt for review and resolution. All issues regarding Web Site content shall be resolved either informally, by a simple majority agreement, or the board members may choose to table such matters for a formal vote at the next town meeting. The final decision regarding content on the web site remains with the Town Board.

## **Use of this Website**

Comments or email sent to the Town of Rochester web site shall in no way be deemed to constitute legal or official notice to the Town of Rochester, its agencies, officers, employees, representatives, or agents with respect to any existing, pending, or future claim or cause of action against the Town of Rochester or any of its agencies, employees, representatives, or agents where notice is required by federal, state, or local law. No communication to the Town of Rochester made through this Web site shall be deemed to constitute legal or official notice for any purpose.

## **Availability of Information**

Changes are made periodically to many official documents, including municipal codes, charter sections, regulations, guidelines, and schedules, and these changes may or may not be reflected in the materials or information present on the Town of Rochester web site. Additionally, due to site development, materials and information may be deleted, modified or moved to a different part of the site without advance notice. The materials on the Town of Rochester Web Site are provided for information purposes only, and reliance upon such materials may not serve as the basis for a claim or cause of action against the Town of Rochester, or any of its agencies, employees, representatives or agents. Site users are advised to consult the official documents of the Town of Rochester at the Rochester Town Hall, 50 Scenic Road, Accord, NY. Office hours are Monday – Friday 8:30 am – Noon, and 1:00 pm – 4:00 pm.

## **Contribution Policies**

All Town of Rochester residents and business are welcome to submit information regarding public events and items of general interest to the Web Site Administrator. Items will be assessed for timeliness, appropriateness and general interest to Rochester residents or visitors, and shall be included on the Web Site at the Web Site Administrator's discretion, subject to the oversight of the Town Board. Rochester-based groups, organizations and business are welcome to submit their web sites to the Administrator for inclusion in our Local Business link.

## **Links**

The Town of Rochester web site provides links to other web sites as a convenience to users of this site. The Town of Rochester has no control over these external sites and is not responsible for their content; nor does the inclusion of links to such web sites imply any endorsement by the Town of Rochester or the Web Site Administrator of the material on such web sites.

In order to avoid the appearance of Town of Rochester endorsement of political content, links shall not be made to sites that are associated with, sponsored by or serving a candidate for elected office, or any political party or organization.

## **News and Information**

The Town of Rochester may post information other than official meeting notices or reports regarding events of an entertainment or information value that the Web Site Administrator deems to be of interest to people within the community. The posting of this information is not to be considered an endorsement of the event by the Town of Rochester and is provided solely for the convenience of visitors to the site.

## **Privacy Notice**

Information that is submitted to the Town of Rochester Website for inclusion in its Comments section shall not be used by the Town of Rochester for any purpose other than to respond to a user's request or input. The Town of Rochester shall not use its web site to collect personal information for any other purpose. All information collected is, however, considered communications submitted to the Town and may be subject to the provisions of New York State Public Officers Law, Sections 84-90 ("Freedom of Information Law") and other statutes pertaining to local government.

## **Links to Other Web Sites**

The Useful Web Sites Section has links to other websites. These include links to web sites operated by other government agencies, non-profit organizations and private businesses. When you link to another site, you are no longer on a site covered by this Privacy Notice. When you link to another web site, you are subject to the privacy policy of that new site.

## **Disclaimer of Liability**

The information contained on the Town of Rochester site is intended to afford general information on matters of interest, as a public service. The Town of Rochester does not warrant or make any representations as to the quality, content, accuracy, or completeness of the information provided, or of the links and other items contained on this server or any other server. Such materials are compiled from a variety of sources, and are subject to change without notice. The Town of Rochester shall not be liable for improper or incorrect use of the material or information contained on this site and assumes no responsibility for any user's use of, or reliance on, such material or information.

The information on this site is for informational purposes only, and is not intended to serve as legal, accounting or tax advice. The Town of Rochester disclaims any and all responsibility for positions or actions taken by individuals or corporations or for any misunderstanding and losses, whether direct or indirect, resulting from the use of this information. Users are encouraged to consult with appropriate professional advisors for advice on specific matters.

This disclaimer of liability applies to any damages or injury, including but not limited to those caused by any failure of performance, error, omission, interruption, deletion, defect, delay, computer virus, communication line failure, destruction of data, negligence, or under any other cause of action and users of this site agree that the Town of Rochester, its agents and employees shall not be held liable for any direct or indirect damages resulting from the use, or inability to use, this website.

### **Local Businesses**

*(This should be on its own page with the business names and links )*

Small businesses are the heart of the Town of Rochester and contribute to economic growth and prosperity. The Town of Rochester is committed to helping new and existing businesses grow and expand and offers this site as an opportunity for all local business to post their web site or business contact and address.

Inclusion on this web page is at the request of the business owner and does not imply an endorsement of the quality of products or services by the Town of Rochester. Please contact the Better Business Bureau for any questions on any specific business.

Reference herein to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the Town of Rochester.

The appearance of external hyperlinks does not constitute endorsement by The Town of Rochester of the linked web sites, or the information, products or services contained therein. All links are provided with the intent to provide information and awareness. Please let us know about existing external links which you believe are inappropriate in writing to the Town Board.