

# General Content

## Content Policy

Revised 1st December 2013. V1.1

### Acceptable Content

#### General Guidelines

We will **not** knowingly publish content that we consider falls within the following categories:

- Contributor does not own or have rights to the content.
- Content does not or may not comply with applicable legislation.
- Content which is in poor taste including obscene, offensive or adult material.

Commercial content, such as that promoting a brand or business, should be clearly marked with *[Advertisement]* for review.

#### Specific Guidelines

We will also apply these specific guidelines to content:

- Is it relevant to the audience of the website?
- Is it likely to cause offence to the audience of the website?

### Reserve right to reject content

We reserve the right to reject or remove content at any time without reason.

### Complaints and Concerns

We will respond to complaints or concerns raised via our helpdesk system. Please refer to our 'complaints and concerns procedure' for more information on the process.

### Copyright and IP

- The contributor must own the content provided.
- We will copy and retain the content for backup purposes.
- We may publish the content on other website we run, where we feel it is applicable to the subject of that website.
- Content will retain its author credits at all times.
- Our websites are indexed on search engines therefore your content may appear in searches and a cache of your content may still be available even after it has been removed from our platform.

### Author Credits

Content should be credited to the author including the following information:

- Author Name.
- Date of publication.
- If published on your own blog, reference the original blog link.