

# Barstow Cemetery District

**POLICY TITLE: District Web Page**

**POLICY NUMBER: 2420**

Policy:

2420.1

It is District policy to control the content and accuracy of the information provided on the District's Web page. All information will be directed to the General Manager acting in the capacity of the District Web manager. All information posted on the District website must be consistent with the District's mission and public interest and the District's social media policy. We use reasonable organizational, technical, and administrative measures to protect Personal Information under our control. Unfortunately, no data storage system or method of Internet data transmission is perfectly secure.

Procedure:

2420.2

Any District Board Trustee, official or employee may request postings to the District Web page through the General Manager or their designated representative. Postings must be non-political in nature. The General Manager shall approve, modify, or deny the request. Postings shall be submitted in Word format as an e-mail attachment unless only a hard copy is available. In either case, it is the submitter's responsibility to check the item for accuracy both prior to submission and after posting to the Web page to ensure no inadvertent errors appear on the final document. The submitter shall inspect the posted submission within 24 hours of posting.

- a) The General Manager or his or her designee shall submit the approved request to the for inclusion on the web page and, when necessary, to suggest alternative solutions.
- b) The General Manager or his or her designee shall also manage removal of outdated postings.