

Section

Information Systems Management

Subject

Hyperlinks to External Websites

1. APPLICATION

This policy applies to all *annapoliscounty.ns.ca* content intended for public use.

2. DEFINITIONS

- “**annapoliscounty.ns.ca**” shall mean any **website** whose content is under the direction and control of the **County**;
- “**CAO**” means the chief administrative officer of the *County of Annapolis*;
- “**County**” shall mean the *Municipality of the County of Annapolis*;
- “**External Websites**” shall mean all **websites** other than *annapoliscounty.ns.ca*;
- “**Hyperlink**” shall mean the same as is defined by the *World Wide Web Consortium*;
- “**IT Staff**” shall mean any county staff responsible for the design, review, or maintenance of *annapoliscounty.ns.ca* content;
- “**Website**” shall mean any electronic content that is accessed by HTTP or HTTPS using Internet Protocol;

3. AUTHORITY

The County recognizes that municipal governments in Nova Scotia are not obligated or required to have a website. The County provides an official website (*annapoliscounty.ns.ca*) to users to better facilitate communication and general knowledge regarding its services and programs.

4. POLICY INTENT

The purpose of this policy is to define circumstances whereby the County will include hyperlinks to external websites.

5. HYPERLINKS

The County recognizes that hyperlinks to external websites may be required to provide users additional information or redirect users to the appropriate information source. As such, hyperlinks to external websites may be appropriate.

Consideration for inclusion of links to external web sites will be in accordance with *Section 5.2*. Those hyperlinks that are exempt from the approval process are outlined in this *Section 5.1*.

5.1 EXCLUSIONS

- a) The County reserves the right to use third party programming code, software applications, or other tools on *annapoliscounty.ns.ca*. In cases where the utilization of the aforementioned, under the terms of its use, requires the posting of a hyperlink it will be exempt from *Section 5.3* (for example, providing a link for users to obtain Adobe Reader software to view documents provided in Adobe Reader pdf format).

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b) When non-electronic County publications are reproduced, in part or in whole on *annapoliscounty.ns.ca*, that content shall be exempt from *Section 5.2*.

5.2 REQUEST FOR HYPERLINK WILL BE CONSIDERED FOR:

- Any government agency, program, or service available to County residents;
- Organizations funded by County through an inter-municipal agreement; or
- Upon request for organizations receiving grant funding; or
- Professional affiliates

5.3 LOCATION OF HYPERLINK

The County reserves the right to decide the look, style, function, and location of hyperlinks to external websites.

5.4 GUIDELINES FOR APPROVAL OF HYPERLINKS

Hyperlinks shall be considered only for external websites containing factual, non-offensive information. All web content, before published, will be reviewed by IT Staff. Whenever hyperlinks to external websites are included or requested, their destination will be reviewed. If in question, the Chief Administrative Office (or designate) shall decide if the hyperlink is to be included.

5.5 REMOVAL OF HYPERLINKS

The County reserves the right to immediately remove or modify hyperlinks on *annapoliscounty.ns.ca* without notice to any person(s) or organization. Reasons for the removal of a hyperlink may include but not limited to:

- *Section 6* is applicable
- *Section 7* is applicable
- Destination of the hyperlink no longer exists
- Destination of the hyperlink has changed

6. HYPERLINK OVERSIGHT AND MONITORING

Without notice, hyperlink(s) to external website may be reviewed as outlined in *Section 5.3*.

7. INTERPRETATION AND DISPUTE RESOLUTION

In the event a request is made as per *Section 5.2* and denied, the final interpretation of this policy is to be made by the Chief Administrative Officer (or designate).