



ANZATA Website Policy 2010

I. Aims

The ANZATA Website www.anzata.org will affirm the objectives of ANZATA, particularly:

1. To provide opportunities for the exchange of information and ideas concerning the therapeutic use of art for practising Art Therapists and Art Therapy students.
2. To provide information about Art Therapy services, practices and training opportunities to the public and other mental health professionals.

Specifically, www.anzata.org will aim to:

1. Promote ANZATA and ANZATA supported activities;
2. Keep information concerning the activities of ANZATA up to date. (Recommend information received through committee to be on site within five days, urgent immediately). This includes newsletters, workshops, conferences, membership information and application forms, committee information, AGM agendas, etc. (and to keep information archived particularly newsletters);
3. Maintain current listings (therapist directory, current committee, approved training courses);
4. Provide only material that is approved by ANZATA and its committee for the home page, and for the ANZATA specific pages. (See advertising section);
5. Provide information that may be of benefit and support for members of ANZATA and public who are interested in Art Therapy;
6. Provide and maintain a forum to connect ANZATA members.

II. Classification of information:

www.anzata.org information is classified in four ways:

1. ANZATA specific material: About ANZATA, including committee information, membership information, Ethics and Standards, Therapist Directory, Member news, achievements, workshops and conferences, etc.
2. ANZATA related material, About art therapy, art therapy positions, Links, professional training, ANZATA approved workshops or training,
3. Member benefits: current and past issues of ANZJAT, newsletter, job advertisements, member promotion, and promotion of member events and workshops,
4. Art Therapy material that is consistent with training and professional registration standards.

III. Accessibility and Security: website, website management

www.anzata.org has three levels of administration:

1. Super-administrator 1 or technician: This person is selected by the current ANZATA Web Co-ordinator, after approval by the ANZATA committee and has administrative access throughout site, front and back end, and access to every level of the website.
2. Super-administrator – This is the current ANZATA Website Co-ordinator, and has administrative rights to front and back end of site, editing rights to the whole site, management of accessibility, and access approval.
3. Other: Website Co-ordinator can authorize others to have editing access to specific areas of the website. These permissions should be approved by the committee. Permissions may be given to members for state updates, student, associate or other specific aspects of ANZATA. Currently, ANZATA Admin has ‘Manager’ status, giving admin authoring, uploading access from the back end of the site.

www.anzata.org is a public site, with accesses limited in members’ sections, including: members’ resources, forum etc. The private sections of the site are for the benefit of membership.

All other areas are public, with information available to visitors of the site. Members should remember this when providing their information for the therapist directory, and only provide information they want available to the general public.

IV. Advertising:

1. www.anzata.org freely advertises ANZATA material.
2. Other free advertisements include:
 - I. Advertising members’ information
 - II. Art therapy positions: (received only from authorised representatives of the employing agency)
 - III. Art therapy information that would be of benefit to members
3. Advertisements for which ANZATA requires a payment:

All other advertising that has a commercial value (promotes a public, private, individual or organisation’s business) will be charged at the current rate (see below), payable by cheque or Direct Debit to ANZATA.
4. Requests for promotion or advertisement on the website must be submitted for approval by email or letter and no guarantee of inclusion or endorsement will be given unless request meets policy guidelines. In special circumstances where there is doubt about the suitability of the request, ANZATA committee approval may be sought. All requests must be acknowledged and due notice given to process of approval, endorsement, request for payment or refusal. ANZATA reserves the right to reject applications when the content does not meet ANZATA’s professional standards and goals.
5. Revenue from advertising goes into general ANZATA funds.
6. Advertising provides information and / or opportunities to members in the art therapy profession. It is the responsibility of individual members to assess and apply the information provided to them with professional judgement.

Website charges should follow the following guidelines:

Advertisements:

- Text to be supplied as a Word document or Pdf file.
- Included on the website while information is current
- Prices are 10% GST inclusive, in \$AUD, and are subject to change at anytime
- Payment is required at time of application (a tax invoice will be issued) and is strictly 14 days
- Acceptance of advertising does not indicate ANZATA endorsement
- ANZATA reserves the right to refuse any advertisement inconsistent with the website content or policy.
- All member's advertisements will appear in the Members' Activities section of the website

Advertising rates (as at February 2010)

- \$250 – 85mm x 75mm, or 100 words, or 15 lines;
- \$200 – 85mm x 50mm, or 75 words, or 10 lines;
- \$150 – 85mm x 75mm, or 50 words, or 5 lines.

Type of advertisement:

1. Resources
2. Rooms for rent
3. Products
4. Services
5. Other

V. The ANZATA web co-ordinator's role

1. The development of the ANZATA website will be the responsibility of the elected member of the ANZATA committee, who will ensure that content is compatible with the guidelines and policy. This committee member is the head of the ANZATA Website Sub-committee, and is assisted by the Web co-ordinator.
2. The web co-ordinator is responsible for keeping the site up-to-date, liaising with site administrators, keeping all information backed up, and receiving and responding to all e-mail inquires and comments made from the website. This includes approving web registrations that are emailed from the site upon application from users. The applicants will need to be current financial professional, associate, trainee or student members. Those applicants who are not current members will need to be notified by email that registration with the site is not available to non-financial members of ANZATA.
3. The web co-ordinator's username and password should not be shared to allow others access to the website. This also applies to other authorized editors of the site.
4. The Web Co-ordinator's email must be available on the website for contact.

VI. Public Policy available on website:

Thank you for visiting the ANZATA website. This website is provided to provide members and visitors with up-to-date information on its organization and activities. The following website policy details the terms and conditions set forth for use of the website.

Quoting and Distributing of Information

1. When quoting from the contents of this website, please acknowledge the website as the source (ANZATA; <http://www.anzata.org>). **Information or images copied/downloaded/selected from the website should be acknowledged with authorship and web address. Most information can be distributed with acknowledgement unless stated otherwise. Please contact admin@anzata where permissions are required.**

Disclaimer

1. ANZATA will make every effort to ensure that the contents provided on this website are accurate and up to date, but no guarantees are made to that effect. Individual discourse and opinion
2. At some places within the website, opinions will be expressed that are not official ANZATA viewpoints. Generally, the site will indicate such.
3. The site is constantly being updated. Please check for updates and contact web@anzata.org for variances or problems.
4. ANZATA accepts no liability for damages incurred by the user in relation to use of this website.
5. Therapist's Directory information is liable to change frequently.
6. The Therapist's Directory provides name and details of professionally registered members of ANZATA, but does not provide guarantees of service. Please refer to Ethics and Standards on the website.

Links

1. Links to this website
If you link to this website you must identify the destination (ANZATA; <http://www.anzata.org>). (links should be made to the home page as other pages may be moved)
2. Links from this website
The links within the site do not imply a partnership or special relationship with ANZATA.

Privacy Policy

1. Personal information collected on the website:
 - registered website members - name, email address and username, and for professional members, professional registration number. This information is available only to the super-administrators It is kept in the website database for user maintenance. This information is protected from the general public and has only authorised access from the ANZATA delegated administrators of the site.
 - Return email addresses (email enquiries) – are used for answering emails only, and are not shared with outside parties.

Members' pages

Please contact person directly rather than ANZATA for requests of information on members' pages.

This information will be available from the website.

Dated: 8.2.2010