

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Online Media

Number: I 2

Approved: Signature on file

Date: 06-26-14

POLICY

SSA staff has the responsibility to constantly review and update their assigned content posted on any SSA online media venues to ensure users have access to the most current and accurate information.

The content published online becomes the property of SSA and/or the County of Orange, and may be used by the County to the extent permissible by law. In general, content on SSA online media venues is considered public domain and may be distributed or copied as permitted by law, unless otherwise indicated. The County uses copyrighted materials (e.g. documents, videos, photographs, images, etc.), which may require additional permissions prior to use. Before publishing any content that is not owned or created by SSA to an SSA online media venue, the SSA author shall first seek permission directly from the owner of that content.

Additionally, SSA social media venues are covered by the existing County of Orange Technology Administration Privacy and Security Policy and County Executive Office Internet Links Policy.