



UTI Infrastructure  
Technology And  
Services Limited

# UTIITSL Website Policy





## Contents

1. Content Contribution, Moderation & Approval Policy (CMAP) .....	3
2. Content Review Policy (CRP) .....	4
3. Content Archival Policy .....	5
4. Copyright Policy .....	6
5. Hyperlinking Policy.....	7
6. Privacy Policy .....	8
7. Website Security Policy.....	9
8. Contingency Policy .....	10
9. Website Monitoring Policy.....	11



### 1. Content Contribution, Moderation & Approval Policy (CMAP)

#### **Purpose:**

UTIITSL have a Content Contribution, Moderation and Approval Policy (CMAP) stating the responsibility, authorization and workflow details with regard to content publishing on the site

#### **Scope:**

- The content published on the UTIITSL's website is verified and checked thoroughly so that accurate and authentic information is published.
- Content is contributed by the authorized contributors in a consistent fashion to maintain uniformity.
- Once the content is contributed, it gets approved and moderated before it gets published on the website.
- The modification of the content is role based.
- The website manager ensures that content on the website is always authentic and latest.



## 2. Content Review Policy (CRP)

### Purpose:

UTIITSL has formulated a proper web Content Review Policy (CRP) depending upon the nature of their content and if possible also publish the policy on their website. Every piece of content appearing on the UTIITSL website should be reviewed after a pre-decided duration for its accuracy, relevance and currency.

### Scope:

- Every piece of content appearing on UTIITSL's website is reviewed for its accuracy in timely manner.
- The entire website content is reviewed for syntax change on daily basis by the website manager.
- Some of the short lived content components like tender; recruitment etc does not hold any relevance on the website after the event or intended purpose.
- The content is regularly reviewed as per our content review policy.
- The entire website content shall be reviewed once in a year to ensure the updation of the content.
- The exception to the above is listed below:

SECTION	REVIEW PERIODICITY/FREQUENCY
Home Page	Daily
News Page	Daily
Tender, Career	As and when required
Circulars, Notifications etc	No review required
Acts, Rules	Periodicity 1 year



### 3. Content Archival Policy

**Purpose:**

UTIITSL has a clear-cut Archival Policy with regard to such old documents stating for how long they would be kept online, when would they be moved to offline archives and if/when would they be permanently deleted or purged.

**Scope:**

- Recognizing the need to ensure the preservation and availability of the official records of the Organization for legal, administrative and historical purpose, UTIITSL has adopted an archival policy for important documents.
- Expired content are not present on website as it is moved to Archival folder as and when required.
- All expired content are archived for future records and are retained in archival folder for lifetime.
- Thereafter no content is deleted as per the Website Content Management Policy



## 4. Copyright Policy

### **Purpose:**

UTIITSL Copyright Policy is a form of protection provided under law to the owners of “original works of authorship” in any form or media. It is implied that the original information put up on the website is by default a copyright of the owner department and may be copied, reproduced, republished, uploaded, posted, transmitted, or distributed only if the copyright policy of the concerned department allows so.

### **Scope:**

- Contents of this website may not be reproduced partially or fully, without due permission from UTIITSL.
- If referred to as a part of another website, the source must be appropriately acknowledged.
- The contents of this website cannot be used in any misleading or objectionable context.



## 5. Hyperlinking Policy

### Purpose:

The UTIITSL hyperlinking policy enumerates the detailed criteria and guidelines with respect to hyperlinks with other sites. The basic hyperlinking practices and rules are ideally common across the UTIITSL websites.

### Scope:

- We do not object to you linking directly to the information that is hosted on our site and no prior permission is required for the same.
- However, we would like you to inform us about any links provided to our site so that you can be informed of any changes or updating therein.
- Also, we do not permit our pages to be loaded into frames on your site.
- Our website's pages must load into a newly opened browser window of the user.



## 6. Privacy Policy

### Purpose:

In case a Department's solicits or collects personal information from visitors through websites, UTIITSL incorporates a prominently displayed Privacy Statement clearly stating the purpose for which information is being collected, whether the information shall be disclosed to anyone for any purpose and to whom.

### Scope:

- We do not collect personal information for any purpose other than to respond to you (for example, to respond to your queries).
- If you choose to provide us with personal information like filling out a Contact Us form with an e-mail address or postal address, and submitting it to us through the website, we use that information to respond to your message, and to help you get the information you have requested.
- Our website never collects information or creates individual profiles for commercial marketing.
- While you must provide an e-mail address for a localized response to any incoming questions or comments to us, we recommend that you do NOT include any other personal information.





## 7. Website Security Policy

### **Purpose:**

UTIITSL Security Policy is of paramount concern to its Department's as well as consumers of the website. A lot of security threats are handled at data centers and server administrator level where the website/application is hosted. Website/Application developers should however be sensitive about security aspects, as a lot of security threats arise due to vulnerability of application software code.

### **Scope:**

- To meet the business objectives and ensure continuity of its operations, UTIITSL shall adopt and follow well-defined and time-tested plans and procedures, to ensure integrity, availability, and authenticity of its website and all information contained within.
- An organization's website is its interface with the external world.
- Information contained within the website is deemed as authentic statements from the management of the organization.
- It is imperative to publish only authenticated content on the website and maintain its integrity and availability.



## 8. Contingency Policy

### Purpose:

The purpose of UTIITSL contingency Policy is to allow the organization to return to its daily operations as quickly as possible after an unforeseen event. The contingency plan protects resources, minimizes customer inconvenience and identifies key staff, assigning specific responsibilities in the context of the recovery.

### Scope:

- UTIITSL will develop contingency plan documents to identify core activities in the areas of Data Backup Plan, Disaster Recovery Plan, Emergency Mode Operation Plan, Testing and Revision, and Applications and Data Criticality Analysis.
- UTIITSL will develop and implement a contingency plan to ensure the confidentiality, integrity, and availability (24X7) of sensitive information during and after an emergency.
- The core objectives of contingency planning include the capability to:
  - Restore operations at an alternate site (if necessary)
  - Recover operations using alternate equipment (if necessary)
  - Perform some or all of the affected business processes using other means



## 9. Website Monitoring Policy

### Purpose:

UTIITSL as a Hosting Service Provider allow providing the web server statistics required for performance evaluation on a regular basis. If possible, online access to the traffic analysis should be provided so that the department can access the traffic analysis at any point of time for the purpose of evaluation

### Scope:

- UTITSL follow the website monitoring process via external agency.

For any query or suggestion regarding website content please contact -  
Web Information Manager  
Contact No: [022-67931063](tel:022-67931063)