

CONTENT POLICY

Updated: 2026

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Prepared by the Audley Parish
Newsletter Team

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PURPOSE OF THIS POLICY

This Content Policy sets out the standards and expectations governing all material submitted to, edited by, and published within the Audley Parish Newsletter.

It is designed to:

- Protect contributors and the editorial team
- Maintain legal and ethical publishing standards
- Ensure respectful and constructive community dialogue
- Provide clarity on editorial discretion and responsibility

This policy applies to:

- Articles
 - Letters
 - Political contributions
 - Advertisements
 - Images and graphics
 - Online and printed content
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EDITORIAL PRINCIPLES

The Newsletter structures its conduct around the Editors' Code of Practice and associated guidance.

All content must:

- Be accurate to the best of the contributor's knowledge
- Be relevant to the Parish of Audley
- Be respectful in tone
- Avoid personal attacks or inflammatory language
- Avoid discrimination, hate or harassment
- Avoid misleading claims

Publication does not imply endorsement. Views expressed are solely those of the contributor.

POLITICAL CONTENT

The Newsletter is politically neutral and not aligned with any party.

We welcome political contributions provided they:

- Are relevant to the Parish of Audley
- Focus on local issues
- Do not constitute party campaign material
- Do not encourage readers to vote for a specific political party
- Do not attempt to impose views on others

Contributors may explain why individuals should vote for them personally but not promote party campaigns.

During regulated election periods:

- All candidates will be invited to contribute within the same issue
- Equal opportunity principles will be applied

The publication of one political viewpoint does not indicate bias.

LETTERS TO THE EDITOR

Anonymous letters are permitted, provided they comply with this policy.

Contributors may include:

- Their full name (optional)
- A contact method (optional)

No unnecessary personal information should be included.

DEFAMATION AND ALLEGATIONS

To protect contributors and the Newsletter:

- Contributors must fact-check all claims and information
- Allegations against individuals are strongly discouraged
- Personal accusations may be refused
- Content must not be defamatory or libellous

We allow opinion and criticism, particularly on matters of public interest, planning, governance and community issues. However, such content must:

- Focus on actions or policies, not personal character
- Be grounded in verifiable fact
- Avoid malicious intent

The Newsletter does not accept responsibility for the factual accuracy of external contributions. Responsibility lies with the contributor.

ADVERTISEMENTS

Advertisements must:

- Be lawful
- Be legitimate
- Comply with this Content Policy

We do not accept content promoting:

- Gambling
- Vaping
- Smoking
- Harmful or dangerous activities
- Direct political advertising outside approved contributions

Advertisers confirm that their services are legal and compliant with relevant regulations.

Advertising operates on a voluntary donation basis and is not a contractual commercial service.

IMAGES AND VISUAL CONTENT

All images must:

- Have necessary permissions obtained prior to submission
- Not infringe copyright
- Not mislead or present false information

Image credits will be included upon request.

AI-generated images may be used if:

- They comply with this policy
- They are not misleading
- They do not present fabricated events as factual

Manipulated or misleading imagery will not be accepted.

RESPECTFUL COMMUNICATION STANDARDS

All contributions must:

- Avoid hate speech
- Avoid harassment
- Avoid personal attacks
- Avoid inflammatory or aggressive tone

Content that promotes hostility or division may be refused.

EDITORIAL PROCESS AND RESPONSIBILITY

Contributors are responsible for ensuring their submissions:

- Comply with legal standards
- Comply with this Content Policy
- Are accurate and appropriately sourced

The Editor retains discretion to:

- Accept or refuse submissions
- Request amendments
- Require clarification
- Decline content that poses legal or reputational risk

The Editor will not substantially alter a contributor's submission without:

- Informing the contributor
- Requesting resubmission where necessary

Ultimate responsibility for submitted content rests with the contributor.

CORRECTIONS, RETRACTIONS AND AMENDMENTS

If a breach of this policy is identified:

The Newsletter may:

- Remove or amend digital content
- Publish a correction
- Issue an apology
- Publish a formal retraction in a subsequent issue

Where appropriate, records of corrections will be retained internally.

CONTRIBUTION LENGTH

There is no fixed word limit.

Length should be agreed between the Editor and contributor.

Inclusion of images may reduce available word space.

DATA AND CONTACT INFORMATION

Contact details provided to the Newsletter:

- Are stored securely
- Are password protected
- Are accessible only to the Newsletter team

Personal information will not be publicly shared without consent.

POLICY REVIEW

This Content Policy is reviewed annually or when required.

All contributors are deemed to have accepted this policy upon submission.

Made for the community, by the community.



AUDLEY PARISH NEWSLETTER