

Voluntary Sector Connector Guidelines and Policies

1. Scope of the policy

This policy shall apply to all http material residing on vsconnector.ca.

2. Purpose of vsconnector.ca

The purpose of vsconnector.ca is to foster and develop the capacity of the voluntary sector to use technology to connect people, ideas and information. The project will develop and maintain an electronic gateway through which the voluntary sector will become a virtual community of users with access to online resources. The online resources will include volunteer matching and connecting program; bulletin board for news, best practices; community events/announcement calendar; discussion groups (open and closed); e-based gifts-in-kind program; online learning opportunities relevant to the sector; and links to other resources on the web.

3. Web site responsibilities

3.1 Technical maintenance of vsconnector.ca and operating systems is the responsibility of the United Way/Centraide of Windsor-Essex County.

3.2 Policies for vsconnector.ca are developed by the United Way/Centraide of Windsor-Essex County.

3.3 Creation and maintenance of the software, files and core content of the web site is the responsibility of the Webmaster assigned by United Way/Centraide of Windsor-Essex County. The Webmaster shall administer all server accounts, enforce all web policies, maintain a high standard of quality for pages on the site and be responsible for the web site.

4. Web site content policies and guidelines

4.1 The United Way/Centraide of Windsor-Essex County recognizes the value and potential of creating files of electronic information on the Internet. All users are encouraged to publish and submit information consistent with the mission, interest, standards and policies of the United Way/Centraide of Windsor-Essex County. Information placed on vsconnector.ca plays an important role in developing and maintaining a strong and viable voluntary

sector in Windsor and Essex County. Information will be creative, diverse and in good taste. The web site is an open public resource available to anyone, anywhere in the world. Those who place information on the site must realize the responsibilities inherent in this form of electronic publishing.

4.2 Content of all electronic pages must comply with local, provincial and federal laws including, but not limited to copyright, libel and indecency statutes. Photographs and personal information about an individual must not be included without appropriate written permission.

4.3 The use of vsconnector.ca Internet resources for private business, commercial activities, fund-raising, merchandising, solicitation, or advertising shall be prohibited.

4.4 United Way/Centraide of Windsor-Essex County reserves the right to remove any page from its servers at any time without prior notification to the creator of the page. The creator of the page will be notified of this action, and appeal of the removal of a page may be made to the United Way/Centraide of Windsor-Essex County Webmaster.

4.5 Violation of web site policies may result in immediate revocation of vsconnector.ca personal page publishing privileges, and possible further disciplinary action against the person responsible for the violation. All vsconnector.ca disciplinary policies and penalties apply to violations of web site policies.

4.6 Prior to the publishing of any photographs on a web site, appropriate written permission must be obtained. The individual must complete a permission form included with the policies. These signed permission documents should be kept on file at the United Way/Centraide of Windsor-Essex County.

4.7 Users are not permitted to publish personal pages, resumes, or links to resumes.

4.8 All uses of the vsconnector.ca graphic identity must be linked to official web site images. No other use of the vsconnector.ca logo or trademark is allowed.

4.9 All documents, images, photographs, graphic designs such as a logo, once posted to the vsconnector.ca Internet web server remain the property of the United Way/Centraide of Windsor-Essex County.

UNITED WAY/CENTRAIDE WINDSOR-ESSEX COUNTY'S COPYRIGHT POLICY

All rights to material on this web site are reserved by the United Way/Centraide of Windsor-Essex County or by the authors. Permission is granted to reproduce and distribute copies of the work for nonprofit educational or library purposes, provided that copies are distributed at or below cost, and that the author, source, and copyright notice are included on each copy.

For information about obtaining rights for other uses, contact:

vsconnector.ca Webmaster

United Way/Centraide of Windsor-Essex County
300 Giles Ave. East, Windsor, Ontario
N9B 1C3

gateway@weareunited.com

Copyright not owned by or licensed to the United Way/Centraide Windsor-Essex County.

Copyright in much of the material on vsconnector.ca continues to be owned by private parties.

The policy and guidelines therefore:

- i. Affirms the general rule that, in accordance with law, the United Way/Centraide of Windsor-Essex County will clear the rights needed to use the works;
- ii. Affirm that the United Way/Centraide of Windsor-Essex will inform users of their responsibilities regarding copyright and, where appropriate, will take reasonable steps to ensure that users obtain

the clearances they require before using federally held materials for digital projects;

- iii. Encourage the recording of copyright management information to facilitate the clearance of copyright.

SUBMITTING AND LINKING TO SITES APPROPRIATE FOR vsconnector.ca

- Mirror sites may not be submitted. Mirror sites are sites that contain identical content, but have altogether different URLs.
- URLs that contain only the same or similar content as other sites listed on vsconnector.ca may not be submitted. Sites with overlapping and repetitive content are not helpful to users of the directory. Multiple submissions of the same or related sites may result in the exclusion and/or deletion of those and all affiliated sites.
- Submissions may not be disguised and the same URL may not be submitted more than once. Example: <http://www.vsconnector.ca> and <http://www.vsconnector.ca/index.html>.
- Sites with an address that redirects to another address may not be submitted.
- vsconnector.ca has a policy against the inclusion of sites with illegal content. Examples of illegal material include child pornography; libel; material that infringes any intellectual property right; and material that specifically advocates, solicits or abets illegal activity (such as fraud or violence).
- Sites "under construction" may not be submitted. Submission shall wait until a site is complete. Sites that are incomplete, contain "Under Construction" notices, or contain broken graphics or links aren't good candidates for the directory.
- Sites consisting largely of affiliate links, shall not be submitted.
- No links to for-profit sites for recognition resources will be allowed.

GENERAL ACCEPTABLE USE POLICIES

You are prohibited to conduct activities on vsconnector.ca that include, but are not limited to:

- Transmitting unsolicited messages that, in the sole judgement of vsconnector.ca causes significant disruption or elicits complaints from other Internet users.
- Harassing users or groups in any way.
- Impersonating users from any Internet service providers in any way.
- Uploading or downloading, transmitting, posting, publishing, receiving, retrieving, storing or otherwise reproducing, distributing or providing access to information, software or other material which is (i) confidential or is protected by copyright or other intellectual property rights, without prior authorization from the rights holder(s); (ii) is defamatory, obscene, child pornography or hate literature; or (iii) constitutes invasion of privacy, appropriation of personality, or unauthorized linking or framing.
- Transmitting, posting, receiving, retrieving, storing or otherwise reproducing, distributing or providing access to any program or information designed to assist users in defeating copy-protection, registration and any other anti-theft mechanisms associated with commercial or shareware programs.
- Transmitting, posting, receiving, retrieving, storing or otherwise reproducing, distributing or providing access to any program or information designed to assist in the fraudulent use of telecommunications services.
- Using an Internet host's resources in a manner not authorized by its administrators. This includes mail relaying. Transmitting chain letters, make-money-fast or pyramid style schemes of any sort.
- Posting or transmitting any information or software which contains a virus, "cancelbot", "trojan horse", "worm" or other harmful or disruptive component. It is the responsibility of everyone who uses vsconnector.ca to protect the web site and other users from virus infections.

PRIVACY STATEMENT

This privacy statement discloses the privacy practices for vsconnector.ca.

The United Way/Centraide of Windsor-Essex, as the primary sponsor of vsconnector.ca, respects your privacy. Any personal information you provide to us — including your name, address, telephone number, and e-mail address — will not be released, sold, or rented to any entities or individuals outside of the United Way/Centraide of Windsor-Essex.

The United Way/Centraide of Windsor-Essex shares Web site usage and generic statistical information about visitors to vsconnector.ca and membership in general with reputable third parties for the purpose of securing operational funding. However, no direct or personal information that can be associated with any individual is provided to anyone outside vsconnector.ca.

At any time you may request to be removed from our electronic mailing list via e-mail to:

gateway@weareunited.com

Information Collection and Use

vsconnector.ca is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. Information is collected from our users at several different points on our Web site.

Web Statistics

We may use IP addresses to analyze trends, administer the site, track user movement, and gather broad demographic information for aggregate use for reporting and sponsorship purposes. IP addresses are not linked to personally identifiable information.

Sharing

We will share aggregated demographic information with our partners, sponsors, and donors. This is not linked to any personal information that can identify any individual person. We only share this information so that we can secure funding to continue providing this site free of charge.

Links

This Web site contains links to other sites. Please be aware that vsconnector.ca does not claim any responsibility for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

Security

This Web site takes every precaution to protect our users' information, and we have security measures in place to protect the loss, misuse, and alteration of the information.

Updates

We may also send the user site and service announcement updates. Members are not able to unsubscribe from service announcements, which contain important information about the service. We communicate with the user to provide requested services and in regards to issues relating to their account via email or phone.

Questions or Comments

If you have any questions about this privacy statement, the practices of this site, or your dealings with this Web site, you can contact: vsconnector.ca Webmaster at gateway@weareunited.com.

TERMS OF USE POLICY

1. Agreement to Terms

vsconnector.ca is a free online service for voluntary sector organizations, staff and volunteers, which offers users the ability to upload and download freely distributable information and materials.

The United Way/Centraide of Windsor-Essex provides access and use of this site ("Site") subject to your agreement to the following "Terms of Use" (the "Terms"). Please read these Terms carefully before accessing or using the Site. By accessing or using the Site, you agree to be bound by these Terms. The Terms, as well as the Site (and information contained within the Site) may be updated or revised from time to time without notice to you. You agree to periodically review these Terms, and your continued access to or use of the Site shall constitute your acceptance of the updated or revised Terms.

2. Registration and Contact Information

If asked to provide your e-mail address and telephone number during your use of the site, please provide an accurate and complete e-mail address and telephone number. The United Way/Centraide of Windsor-Essex County will not release your information. See privacy statement.

3. Use of Information and Services.

Third parties may provide certain information displayed on the Site. Although the United Way/Centraide of Windsor-Essex County believes that such information comes from trustworthy sources, the third-party information is not necessarily sponsored, endorsed, recommended, or licensed by the United Way/Centraide of Windsor-Essex County. You should directly contact the third parties and/or their references for the most accurate information.

4. No Liability.

Under no circumstances will the United Way/Centraide of Windsor-Essex County be liable for any consequence relating directly or indirectly to any action or inaction you take based on the information, services or other material on the Site. While the United Way/Centraide of Windsor-Essex

County will attempt to keep vsconnector.ca current, accurate, and complete, the United Way/Centraide of Windsor-Essex County and its suppliers cannot guarantee, and will not be responsible for any damage or loss related to, the timeliness, accuracy, or completeness of the information, services, or other material on the Site.

5. Site Conduct.

When using the Site, you agree to abide by the following rules: (a) you may not post or transmit content (information, data, text, software, graphics, sound, photographs, video, messages, etc.) ("Content") that is unlawful, harassing, libellous, defamatory, obscene, fraudulent, harmful, threatening, abusive, hateful, that violates the property rights of others (including without limitation infringing use of a copyright or trademark), that violates the privacy or publicity right of others, or are otherwise objectionable; (b) you may not interfere with other users' use of the Site; (c) you may not use the Site to conduct any activity that is illegal or that violates the rights of others; (d) you may not use the Site to advertise or sell products or services to others; (e) you may not impersonate any person or entity, or falsely state or otherwise misrepresent your affiliation with a person or entity; (f) you may not post or transmit Content that you do not have a right to transmit under any law or under contractual or fiduciary relationships (such as inside information, confidential information, etc.); (g) you may not post Content to the Site unless the Content is freely owned by you or used with the permission of all other persons with any rights in the Content; and (h) you may not use the Site to collect or store personal data about other users.

6. Removal of Content.

The United Way of Windsor-Essex County does not do a prior review of Content posted by any party other than the United Way of Windsor-Essex County and has no responsibility for Content posted by any party other than the United Way of Windsor-Essex County to the Site. However, the United Way of Windsor-Essex County reserves the right in its sole discretion to delete any Content submitted to or appearing on the Site. Message boards,

and/or other information sharing locations on the Site may contain the opinions and views of other users. The United Way of Windsor-Essex County is not responsible for the accuracy of any messages or postings on the Site. If you believe that any Content posted on the Site is infringing, defamatory or otherwise violate the letter or spirit of these Terms, please contact the United Way of Windsor-Essex County.

7. Submissions and Use of Content.

If you submit Content to the site, you must select a publishing license type for the content that you submit. If you submit Content to the Site, you grant to the United Way of Windsor-Essex County, or warrant that the person who uploaded of such Content has expressly granted to the United Way of Windsor-Essex County, a world-wide, royalty-free, perpetual, irrevocable, transferable, non-exclusive and fully sub-licensable right and license to use and reproduce that Content. There is no limit to the number of uploads a user can submit to the site. If you download Content from the site, you will abide by the publishing license type of the Content downloaded from the site. There is no limit to the number of downloads a user can access.

8. Internet Links.

The Site may provide, or third parties may provide, links to other Internet sites. The United Way of Windsor-Essex County has no control over such sites; the United Way of Windsor-Essex County does not endorse, and is not responsible for, any such sites or the information, material, products or services contained on or accessible through those sites. You acknowledge that the United Way of Windsor-Essex County shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance upon any such information, material, products, or services.

9. Third Parties.

Your correspondence or business transactions with, or participation in promotions of, third parties found on, or e-commerce through, the Site and any other terms, conditions, warranties or representations associated with such dealings, are solely between you and such third party. You agree that the United Way of Windsor-Essex County shall not be responsible or liable for any loss or damage of any sort incurred as the result of any such transactions or as the result of the presence of such third parties on the Site.

10. Indemnification.

You agree to indemnify, defend and hold harmless the United Way of Windsor-Essex County, its affiliates, governing board, officers, agents, employees, partners, funders and suppliers from any liability, loss, claim, demand, and expense (including reasonable attorneys' fees) related to (a) your use of the Site; (b) your violation of these Terms; or (c) your posting of Content to the Site.

11. Modifications to Site.

The United Way of Windsor-Essex County reserves the right to, from time to time, discontinue, temporarily or permanently, the information, services, products, and/or other Content on the Site with or without notice.

12. Use and Storage of Content on the Site

The United Way of Windsor-Essex County may establish general practices and limits concerning the use of the Site, including without limitation, the maximum number of days that Content will be available on, or retained by, the Site. The United Way of Windsor-Essex County, in its sole discretion, reserves the right to change these general practices and limits at any time.

13. Disclaimer of Warranty.

You expressly understand and agree that this site, and all information and content on the site, is provided on an “as is” AND “as available” basis. The United Way of Windsor-Essex County and its information suppliers disclaim all express and implied warranties with regard to the site and all information

services, and materials contained on the site, including without limitation any implied warranties of merchantability, fitness for a particular purpose, and non-infringement.

The United Way of Windsor-Essex County makes no warranty that (A) the site will meet your requirements or that the results that may be obtained from the site will be satisfactory; (B) The site will be uninterrupted, timely, secure, or error free; (C) The quality of any products. Services, information, or other material purchased or obtained by you through the site will meet your expectation, and; (D) any errors in the site will be corrected.

No advice or information, whether oral or written, obtained by you from the United Way of Windsor-Essex County or through the site shall create any warranty not expressly stated in the terms.

14. Limitation of Liability.

In no event shall United Way of Windsor-Essex County or its affiliates, governing board, officers, agents, employees, partners, suppliers, funders or volunteers be liable for any special, indirect, punitive, incidental, exemplary or consequential damages, or any damages whatsoever resulting from loss of use, business, data, or profits, litigation and the like, whether based on breach of contract, tort (including negligence), product liability or otherwise, even if advised of the possibility of such damages. You acknowledge and agree that the limitations set forth above are fundamental elements of these Terms of Use and the site would not be provided to your absent such limitations. If any jurisdictions do not allow the foregoing limitations of liability, the foregoing limitations may not apply to you.

15. Termination.

United Way of Windsor-Essex County may, in its sole discretion, with or without notice, suspend or terminate your use of this Site, and remove and discard any Content on the Site, for any reason, including, without limitation if you violate these Terms. United Way of Windsor-Essex County may also bar you from any future access to the Site. United Way of Windsor-Essex County will not be liable to you for any such suspension, termination or prohibition on

future access.

Should you object to any subsequent modifications of the terms and conditions of these Terms, your sole recourse will be to immediately notify the United Way of Windsor-Essex County of your termination of these Terms, which termination will be effective immediately. To the extent permitted by applicable law, the terms and conditions of these Terms will survive any termination of these Terms.

16. Notices.

Any notices to you by Volunteer Canada may be made by either e-mail or phone.

17. General Provisions.

These Terms constitute the entire agreement between you and United Way of Windsor-Essex County and govern your use of the Site, and supercede any prior agreements between you and United Way of Windsor-Essex County regarding the Site (including, but not limited to, any prior versions of these Terms).

These Terms and the resolution of any dispute related to these Terms or the Site should be governed by and construed in accordance with the laws of Canada, without giving effect to any principles of conflicts of law. United Way of Windsor-Essex County's failure to insist upon strict enforcement of any provision of these Terms shall not be construed as a waiver of any provision or right. If any provision of these Terms is held to be invalid or unenforceable, the remaining provisions of these Terms will be enforced in accordance with their terms. The section headings in these Terms are for convenience only and have no legal or contractual effect.

Regardless of any statute or law to the contrary, you hereby waive your right to bring any claim against United Way of Windsor-Essex County more than 1 year after such claim first arose.

18. Arbitration.

Any controversy or claim arising out of or relating to these Terms will be settled by binding arbitration in accordance with the commercial arbitration rules of the Canadian Arbitration Association. Any such controversy or claim will be arbitrated on an individual basis, and will not be consolidated in any arbitration with any claim or controversy of any other party. You consent to the arbitration being conducted in the city of Windsor, Ontario. Judgment on the arbitration award may be entered in any court having jurisdiction thereof. Either you or United Way of Windsor-Essex County may seek any interim or preliminary equitable relief from a court of competent jurisdiction in the city of Windsor, Ontario, necessary to protect the rights or property of you or United Way of Windsor-Essex County pending the completion of arbitration.

"Voluntary Sector Connector" is a trademark of the United Way of Windsor-Essex County. All other trademarks are the property of the people and organizations that uploaded the respective materials.