

Website Guidelines for www.suncityna.org

Official Website guidelines for The Sun City Area Narcotics Anonymous

Submitted by the PR Subcommittee of Sun City NA
December 19, 2009

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Proposed Website Guidelines for www.suncityna.org

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Submitted by the PR Subcommittee of Sun City NA
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1. Domain

The official web site for the Sun City Area Narcotics Anonymous shall have the domain name of www.suncityna.org and shall be the sole official internet presence for our area. The domain name and site hosting will be registered under the area name, and paid for by the area. No names of trusted servants will be listed as owner, administrative or technical contacts, as the domain registration records are viewable by the public.

2. Purpose

In keeping with our primary purpose of carrying the NA message to all addicts who still suffer, the purpose of this site is to be a resource for:

- Newcomers and those that think they might have a problem with drugs
- Professionals, including Government officials, Medical & Health Care Professionals, Counselors, Social Workers, Business Leaders, and clergy members
- Members of Narcotics Anonymous and recovering addicts
- Other non-members of NA who have an interest in our fellowship

3. Principal Basis

The governing principals and guidelines for the Sun City Area website and these website guidelines are listed below in order of importance:

- a. The Twelve Traditions
- b. The Twelve Concepts
- c. Narcotics Anonymous World Services Fellowship Intellectual Property Trust (FIPT).
- d. The Sun City Area Service Committee Guidelines
- e. The World Service Organization Paper titled "PR and the World Wide Web"

4. Traditions Eleven & Twelve

a. Security Overview

Maintaining personal anonymity is the primary concern in developing the Sun City site, and will be the overriding consideration in all content that will be allowed on the site.

b. Moderation

Whenever ANY content is added to the site by GSR's or Subcommittee Chairs, webservants will be notified immediately of the content change via email. Any content that possibly violates tradition twelve will be blocked until reviewed by the PR Subcommittee, and the individual posting the content will be notified of this action via email.

c. Pictures

With the exception of design graphics used in the site layout, no images whatsoever will be allowed on the site without the approval of the PR Subcommittee.

d. Email

For security reasons, all trusted servant email accounts (user@suncityna.org) will be set up on an off-site email provider, with access via that provider's webmail. The individual email account records will contain no information (name, personal email address, etc.) whatsoever. Webservants will have the ability to create accounts and reset passwords, but will not be able to retrieve the account password or view the accounts emails. When a new trusted servant replaces the old, the account password will be reset, and a temporary password will be provided to the new servant.

Any emails sent to a trusted servant via the email response forms (located on various pages) will be sent directly to the servant's email account. These emails or email addresses will not be stored anywhere on the site or in a database on the web host server.

No personal email addresses will be allowed to be viewable on the website - offending content will be immediately removed, and the content poster will be notified of the action. Temporary user@suncityna.org addresses may be set up as available for special event or ad-hoc subcommittee use as needed.

It will be the responsibility of all Homegroups and Subcommittee chairpersons to notify the PR Subcommittee of any changes in contact persons and email addresses to be forwarded to.

e. Cookies

Cookies are files that are given to Web Browsers by Web sites to track user preferences and to “shortcut” future visits to Web pages. When a user views a Web page, the server has the option of receiving a “Cookie” that was previously placed on the user’s Browser. The server may also “give the Browser a Cookie”, to be returned by that Browser the next time that the user visits the Web site. Cookies are always stored on the visitor’s computer.

The Sun City site is configured so that any anonymous visitor to the site may view the site entirely without the use of cookies.

The use of cookies is required for anyone that logs on to the site (webservants and trusted servants) for the following purpose:

- To allow the site software to distinguish individual visitors if more than one registered user or servant is signed in
- To allow the registered user or servant to have their local computer "remember" login information as a convenience.

The Sun City site will not automatically log personal data nor do we link information automatically logged by other means with personal data about specific individuals. The site will not use cookies to store personal data nor will it link non-personal information stored in cookies with personal data about specific individuals. The Sun City PR Subcommittee will not report any information whatsoever to any third party interests.

f. Trusted Servants

Trusted servants have their suncityna.org email addresses listed on the website. For that reason it is particularly important that their name is never used on the site. Any reference to a trusted servant will be only by title (e.g. H&I Chair) and never by name.

Trusted servants are held to the same anonymity standards as anyone else using the site. The content they post is subject to these guidelines, and they may be locked from posting content to this site for repeatedly violating these guidelines.

g. Anniversaries and Events

Every member of the Sun City Area has the right to protect their own anonymity in a manner that they choose. The policy on posting anniversaries and events that pertain to particular individuals is described under tradition four (below).

5. Tradition Seven

The Sun City Area Narcotics Anonymous website (www.suncityna.org) web site shall be wholly owned and operated by and in the name of Sun City Area Narcotics Anonymous, at the Sun City Area mailing address. No other individual or organization (except within the confines of the FIPT) shall have or make any claims to ownership whatsoever, for any reason. This is included but not limited to:

- Web Site Server hosts
- Domain registration authorities
- Web designers, developers or engineers

Any domain, hosting, software development fees (for services not provided my individuals that are not members of the Sun City Area) are to be paid by the Sun City Area in accordance with tradition seven.

a. Software to maintain the site

There is no need for special software to design, implement, or administer the website. Any individual with internet access, any web browser, and the proper administrative permissions can administer any aspect of the website, therefore no software purchase is required.

b. Software used to create the site

All website pages, scripts, and software not written by members of the PR subcommittee consist of Open-Source software freely available to the public. A description of the Open-Source Software concept is available at http://en.wikipedia.org/wiki/Open-source_software. A complete listing of all Open-Source software used on the site will be furnished to anyone upon request to the PR Subcommittee.

c. External Links

.Links from the Sun City site to other websites are provided only as follow:

- Links to official NA websites
- Links to sites that provide free services to all users, and that enhance the usability of the Sun City website.

Any links to external service providers will have a disclaimer stating NA's non-affiliation with that provider. The linked content may feature the logos of the provider; the Sun City site will not provide any logos or endorsements whatsoever in the area site content.

6. Tradition Four

The Sun City Area website will feature pages for each individual homegroup. Each homegroup page will feature only content that is submitted and approved by that homegroup, including page blurbs, meeting dates and formats, and anniversary celebrations and homegroup events. In other words, this information is added to the site much in the same way that it is relayed to the ASC and other homegroups via the group's GSR. In addition, individual homegroups will be able to submit their own news items for inclusion in the "News" section of the site. All content submitted to the site by the individual homegroups is subject to these website guidelines, as spelled out by tradition four.

a. Personal Anonymity

Every member of Narcotics Anonymous has the right to protect their own anonymity in a manner that they choose. One addict might be comfortable identifying himself with his first name in an open NA meeting, yet be appalled at the thought of having their first name appear on a public website. Other addicts might be disappointed at not having their anniversary listed on the site. The

decision whether or not to use names or list anniversaries for individual addicts is not for the ASC or PR Subcommittee to make.

In the case of the information listed on the Sun City Area website, it is the responsibility of the homegroups to determine the wishes of their individual members. In the case of anniversaries, there are three options available:

- I. To list the first name of the member at their request
- II. To list only that there is an anniversary celebration and not list the member's name
- III. To not list the anniversary celebration at all.

No webservants will override the decision of the member or homegroup, provided that the member's anonymity is blatantly violated contrary to these guidelines and tradition twelve (e.g. if the member's first AND last name is listed).

It will be the responsibility of all Homegroups to notify the PR Subcommittee of any anniversaries to be included in the Meeting Calendar.

7. Tradition Eight

At some time in the future, there might be a need for professional assistance in either maintenance or redesign work on the Sun City NA site. Any expenditure will be made as provided by in the Sun City ASC guidelines.

8. Subcommittees

Just as with homegroups, each Sun City Area Subcommittee will have its own web page, and its content will be under direct control of the particular subcommittee. In accordance with tradition twelve and these guidelines, personal anonymity must be preserved at all cost.

It will be the responsibility of all Subcommittees to notify the PR Subcommittee of any content to be included on that subcommittee's page.

9. Website Oversight

The Sun City Area website (www.suncityna.org) is developed and maintained by the area's PR Subcommittee on behalf of the Sun City Area Service Committee. The individuals primarily responsible for the site will be the two Webservants.

Requirements for webservants:

- a. Minimum two years continuous abstinence from all drugs.
- b. Must have or acquire the technical knowledge to maintain the content of the site.
- c. Must be an active member of the Sun City PR Subcommittee
- d. One year commitment.

Trusted webservants may appoint, as needed, assistants with necessary technical skills to assist in site maintenance and oversight, and who would perform their duties under the direct supervision of the trusted webservants.

Requirements for webservant assistants:

- e. Minimum one year continuous abstinence from all drugs.
- f. Must have or acquire the technical knowledge to maintain the content of the site.
- g. Must be an active member of the Sun City PR Subcommittee
- h. Commitment (by task or term) to be determined by the trusted webservant.

In addition to these positions, the Sun City ASC Chairperson would assume the role of a special administrator, who would hold in his/her possession all passwords required to effectively administer the site (domain name passwords, web hosting & database passwords, and website administrator passwords.) For security reasons, these primary passwords will be changed any time a new ASC Chairperson or trusted webservant takes office.

10. *Errors and Rectifications*

The Sun City Area Service Committee and PR Subcommittee have made their best efforts to assure that the area website will be compliant with these guidelines. Any errors that are discovered will be corrected as soon as possible after they are reported. Any errors or content that violate the twelve traditions will be corrected immediately by either correcting the errors, or taking the site off-line if the errors cannot immediately be corrected.

Every effort has been made to make the area website as secure as possible. In this day and age, there is no such thing as "bulletproof" security; as new security methods arise, so do the efforts by some individuals to circumvent them. So every effort will be made by the PR Subcommittee to maintain the site's security at the highest levels within our means.

The highest and best security that the Sun City Area can offer is the vigilance of our members. Many eyes can spot things that may be overlooked by two. This site belongs to all members, and all are invited to participate in its use, content, and oversight.

Attachment A – Privacy Policy

Our privacy policy covers The Sun City Area Narcotics Anonymous and its Web site.

We are committed to protecting the anonymity of all users of this website.

At no time will we ever request your real name - in areas where it is possible to reveal your name, specific instructions will be provided on how not to do so.

You can access our Web site home page and browse our site without disclosing your personal data. The Sun City site is configured so that any anonymous visitor to the site may view the site entirely without the use of cookies. Cookies are used for those that register to post on our Recovery Forum for the purpose of user convenience and for the site software to distinguish between users. We do not use cookies to store personal data nor do we link non-personal information stored in cookies with personal data about specific individuals. No third-party or tracking cookies are used.

Links from the Sun City site to other websites are provided only as follow:

- Links to official NA websites
- Links to sites that provide free services to all users, and that enhance the usability of the Sun City website.

Any links to external service providers will have a disclaimer stating NA's non-affiliation with that provider. The linked content may feature the logos of the provider; the Sun City site will not provide any logos or endorsements whatsoever in the area site content.

Sun City NA cannot, however, be responsible for maintaining visitor privacy and/or anonymity on outside websites linked to from the Sun City website, including websites published by other Narcotics Anonymous service bodies. Visitors are urged to familiarize themselves with the privacy policies of those websites.

We do not give visitors to our Web site the option of using a secure transmission method to send us their personal data.

We have implemented security policies, rules and technical measures to protect the limited personal data that we have under our control from:

- Unauthorized access
- Improper use or disclosure
- Unauthorized modification
- Unlawful destruction or accidental loss

All our volunteers and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of our visitors' personal data.

There are no national laws or self-regulatory schemes applicable to our web site or organization, nor are there any global or regional regulatory or self-regulatory schemes applicable to our web site or organization. We are committed to maintaining the provisions of this privacy policy in strict adherence to the anonymity traditions of our fellowship.