

Policy:	Policy Manual No.	Authorised By:	Policy Section:	Effective:	Review Date:
Website Terms of Use (WTU)	COM-WTU	Governance Group	Website, Media and Communications (COM)	Upon approval	April 2029; 3-yearly

Website Terms of Use (WTU)

Public-facing terms for using the Glenfield Community Centre website and linked online content

Property of Glenfield Community Centre Incorporated

Last reviewed April 2026 | Next review April 2029 | Version 2026.1

1 Purpose:

The purpose of these Website Terms of Use is to explain the conditions that apply when people access, view, use, link to, share from, or submit information through the Glenfield Community Centre Incorporated (GCC) website.

2 Scope:

These terms apply to the GCC website at <https://www.gcc.net.nz>, any website pages, online forms, embedded content, web feeds, downloadable documents, images, videos, social sharing tools, feedback, enquiries or submissions provided through or connected with the website.

These terms apply to all website users, including members, hirers, tenants, visitors, service users, funders, contractors, community partners and members of the public.

These terms must be read alongside GCC’s Privacy and Confidentiality Policy, Website Privacy Statement, Social Media Community Guidelines and any specific terms that apply to room hire, events, bookings, payments, memberships or other services.

3 Agreement to Terms:

By viewing, using, linking to, sharing from, downloading from, or submitting information through the website, you agree to these Terms of Use. If you do not agree with these terms, you should not use the website.

GCC may update these terms from time to time. Updated terms take effect when they are published on the website or otherwise made available by GCC.

4 Definitions:

Website: The GCC website at <https://www.gcc.net.nz> and any pages, online forms, content, documents, images, feeds or functions hosted on or made available through that site.

Website User: Any person who accesses, views, uses, downloads from, links to, shares from, submits information through, or otherwise interacts with the website.

Website Content: Text, images, logos, documents, forms, policies, room-hire information, notices, graphics, video, audio, layout, downloadable files and other material made available through the website.

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User Submission: Any enquiry, feedback, complaint, form entry, message, file, image, comment, suggestion or other material submitted to GCC through the website or linked online channels.

Third-party Website: Any website, platform, application or service that is not owned or controlled by GCC, including social media platforms, embedded tools, payment providers, booking systems or external links.

5 Website Information and Disclaimer:

GCC makes reasonable efforts to keep website information accurate, current and useful. However, website content is provided for general information only and may not always reflect the most recent operational, booking, funding, legal, governance or facility-use position.

Website content does not replace direct confirmation from GCC staff, approved room-hire documentation, signed agreements, legal requirements, safety instructions, funding requirements, professional advice or any other specific written direction from GCC.

To the extent permitted by law, GCC is not liable for any loss, damage, cost, interruption, error, omission, reliance, delay, virus, technical issue, third-party content, external link or other issue arising from use of the website or reliance on its content.

6 Privacy and Personal Information:

Personal information submitted through the website will be managed in accordance with GCC's Privacy and Confidentiality Policy and Website Privacy Statement.

Website users should not submit personal information about another person unless they have authority to do so. Users should also avoid posting or submitting unnecessary sensitive information through online forms, email links, social media messages or third-party platforms.

GCC may use personal information submitted through the website to respond to enquiries, manage bookings, process forms, handle complaints, support membership or community activity, improve services, meet legal obligations, protect health and safety, and manage the website.

7 Copyright and Use of GCC Material:

Unless otherwise stated, Website Content is owned by GCC or used with permission. All copyright, trademarks, logos and other intellectual property rights are reserved by GCC or the relevant rights holder.

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Website users may view, download, print or share website pages for personal, community, educational or non-commercial reference, provided the material is not altered, presented misleadingly, used in a way that suggests GCC endorsement, or used contrary to law or these terms.

GCC's logo, branding, photographs, policy documents, room-hire documents, forms, templates, publications or other material must not be copied, adapted, republished or used for commercial, misleading, political, fundraising or organisational purposes without GCC's permission, unless permitted by law.

8 User Submissions and Contributions:

Other than personal information, which is managed under GCC privacy requirements, any User Submission provided through the website or linked online channels may be used by GCC for the purpose for which it was submitted and for related governance, operational, communication, record-keeping, complaint-handling, safety or service-improvement purposes.

By submitting material to GCC, you confirm that you have the right to provide that material and that doing so does not breach copyright, privacy, confidentiality, employment, contract, defamation, discrimination, harassment, suppression, court order or other legal obligations.

You grant GCC a non-exclusive, royalty-free licence to use, copy, store, edit, summarise, publish or adapt your non-confidential submission where this is reasonably connected with the purpose for which it was provided, GCC's community role, communication activity, complaint-handling, reporting, record-keeping or lawful operations.

GCC is not required to publish, retain, respond to or act on any User Submission and may remove, decline, moderate, edit or refer material where lawful and appropriate.

9 Third-party Links, Social Media and Sharing Tools:

The website may include links to third-party websites, embedded tools, social media platforms, booking systems, payment systems, maps, videos, documents or other external services. These links are provided for convenience only.

GCC does not own, control or accept responsibility for third-party websites or platforms. A link does not imply endorsement, responsibility, sponsorship or approval unless GCC expressly says so.

If you use social sharing buttons or links from the website, you are responsible for how you use those platforms and for protecting your own privacy and the privacy of others. You should read the terms and privacy settings of the third-party platform before using it.

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10 Website Availability, Security and Acceptable Use:

GCC does not guarantee that the website will always be available, uninterrupted, secure, error-free or compatible with every device or browser. GCC may suspend, alter, remove or update any part of the website at any time without notice.

Website users must not misuse the website. This includes attempting to interfere with website security, upload harmful material, submit false or misleading information, harvest information, breach privacy, impersonate another person, infringe intellectual property, or use the website for unlawful, abusive, discriminatory, threatening, spam, commercial or malicious purposes.

GCC may restrict access, remove material, decline submissions, report misuse or take other lawful action where website use creates risk, breaches these terms, or affects GCC, website users, staff, volunteers, hirers, tenants, members or the wider community.

11 Contact:

Questions about these Terms of Use or the GCC website may be directed to:

Centre Manager

Glenfield Community Centre Incorporated

Email: manager@gcc.net.nz

Website: <https://www.gcc.net.nz>

12 Legal and Compliance Requirements:

These terms are intended to support compliance with current statutes, regulations, constitutional requirements, privacy obligations, copyright requirements, venue-use obligations and recognised good-practice requirements relevant to website operation and public communication.

Relevant requirements include, but are not limited to:

- GCC Constitution;
- Privacy Act 2020;
- Copyright Act 1994;
- Defamation Act 1992;
- Human Rights Act 1993;
- Unsolicited Electronic Messages Act 2007, where applicable;
- Fair Trading Act 1986 and Consumer Guarantees Act 1993, where applicable;
- Harmful Digital Communications Act 2015, where applicable;

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- Auckland Council, Kaipātiki Local Board, lease, funding and accountability requirements; and
- recognised good-practice guidance relevant to website terms, privacy, copyright, online content and communications.

The GCC Constitution prevails where it prescribes a process for Governance decision-making, membership rights, member complaints, financial stewardship, constitutional records or dispute resolution. If there is any inconsistency between these terms and the Constitution, the Constitution prevails unless Governance determines that the Constitution itself requires amendment to comply with law.

13 Related Documents:

- GCC Constitution;
- Policy and Procedure Framework;
- Master Policy and Procedure Register;
- Privacy and Confidentiality Policy;
- Website Privacy Statement;
- Social Media Community Guidelines;
- Media Enquiries guidance;
- Complaints and Feedback Policy;
- Room Hire Agreement and Room Booking Terms and Conditions;
- Health and Safety Requirements for Hirers;
- Website content, forms and public notices; and
- These terms replace the previous website Terms of Use once approved.

14 Document Management Control:

Prepared by	Centre Manager
Policy Owner	Centre Manager
Authorised by	Governance Group
Approved by	Governance Meeting Motion: [insert motion number]
Date issued	April 2026
Last reviewed	April 2026

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Review frequency	Three-yearly, or earlier if legislation, governance, risk, website, privacy, communications, technology or operational requirements change
Next review	April 2029
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Appendix One - Short Website Footer Version:

The following short version may be used in the website footer or on pages where a brief link to the full terms is required.

Topic	Suggested wording
Terms of Use	By using this website, you agree to GCC's Website Terms of Use.
Privacy	Personal information submitted through this website is managed in accordance with GCC's Privacy and Confidentiality Policy and Website Privacy Statement.
Copyright	Unless otherwise stated, website content is owned by GCC or used with permission. Please do not copy, alter or reuse content except as permitted by law or with GCC's permission.
Third-party links	Links to third-party websites or social media channels are provided for convenience and do not imply GCC endorsement or responsibility for those sites.
Contact	Questions about the website may be directed to manager@gcc.net.nz .