

**SCA NZ INC.**

**PUBLISHING STATEMENT,  
POLICIES & GUIDELINES**

September 2008

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## 1. Introduction

This Statement and the policies herein cover all publications produced by and for members of the Society for Creative Anachronism NZ Inc. (hereafter referred to as SCANZ) and its subsidiary groups within New Zealand. It is held to cover both print and electronic forms except where specific formats are cited.

The policies are to be maintained by the SCANZ Corporate Officers and should be made available in corporate print or electronic publications.

The SCANZ agrees to abide by the Corpora of the Society and the Society Officers' Policies approved by the SCA, Inc. Board of Directors, as defined in Corpora, in order to be a part of the worldwide family of the Society for Creative Anachronism.

This Statement and its contents deal with an exception to the above in the area governing Publishing Policies. This is in recognition of New Zealand laws that take precedence over any Corpora rules or policy used to govern publishing within the larger SCA context.

The examples herein are provided as guidelines for SCANZ groups and are not to be considered the mandatory means of meeting the identified policy requirements.

## 2. References

### 2.1 NZ Law

**Privacy law:**

<http://www.privacy.org.nz>

**Summary of the principles of the Privacy Act:**

<http://www.privacy.org.nz/a-thumbnail-sketch-of-the-privacy-principles/>

**Copyright Act:**

[http://www.legislation.govt.nz/act/public/1994/0143/latest/DLM345634.html?search=s\\_act\\_copyright+act&sr=1](http://www.legislation.govt.nz/act/public/1994/0143/latest/DLM345634.html?search=s_act_copyright+act&sr=1)

### 2.2 SCA Publication Policies

Due to the exception noted in the introduction, the policies in the documents below do not apply in New Zealand and should be taken as informational only.

<http://www.sca.org/officers/epm/EPMPolicies.pdf>

<http://sca.org/officers/chronicler/ChronPolicy-200104.pdf>

### 3. Privacy Policy

Publishing print and electronic material involves the collection of personal information about members and, on occasion, publishing that material. SCA groups must guarantee that such information will be used for the purpose for which it was collected and not be passed on to any third-party without the express permission of the individual/s involved.

Examples: collection of postal/email addresses; publication of Regnum, or contact details for event stewards.

Such information should not be disclosed to any other parties without the express authorisation of those concerned.

Under the Privacy Act 1993, members have the right to access personal information held about them and to correct any information held. This right must be acknowledged in publications and relevant contact information provided.

It is permissible to list, without explicit permission, a Society name in conjunction with an office and/or a non-identifying email address associated with the office or position ( e.g. [herald@sca.org.nz](mailto:herald@sca.org.nz)).

If any individual's personal information is to be published in any form, whether print or electronic, then their permission (in written or electronic form) must be sought prior to such publication.

The relevant information includes, but is not necessarily limited to: modern name and/or Society name, home or work address, phone numbers, personal or work email address

If group Websites use cookies for any purpose, this must be noted in the Privacy Policy Statement.

SCANZ group publications must include a privacy policy notice.

*Example: Privacy Policy Statement*

We have endeavoured to ensure that any personal information on this Website is correct and approved for publication on the Web at the time of publication. If you are concerned about any information about you published on this Website, please contact the Webwright so that it might be corrected or removed, as desired.

## 4. Copyright law

SCANZ publications must heed the provisions of NZ Copyright Law.

Where relevant, authorization must be received from the copyright holder in written or electronic form prior to publication.

SCANZ group publications must include a copyright policy notice that includes contact details for correcting or obtaining copyright permissions.

It is recommended that publications include a notice regarding fair use of material conditions.

### *Example: Copyright Notice*

All material on this Website, except where a third party is acknowledged, is copyright to the Barony of <name> from <start date>. If we have inadvertently reproduced material without acknowledgement, please contact the Webwright with the pertinent details so that it might be correctly attributed or removed, as desired.

Other SCA or related Websites are welcome to cite this site, link to it or reproduce topical material from it for the purposes of informing their populace ( e.g. such as providing information on up-coming events).

If you wish to reproduce specific content or graphics from this Website, please contact the Webwright or, where directly identified, the originator of such material to ensure that appropriate permission is granted.

### *Example: Copyright Notice*

Copyright © <year> <group>. Copyright of certain portions of this site is retained by the original contributors.

For information on using photographs, articles, or artwork from this web site, please contact the webmaster at <email>. They will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors.

## 5. Disclaimers

SCANZ group publications are not corporate publications of the Society, and a disclaimer clearly noting this must be included with each publication or on each Website.

### *Example: Disclaimer Notice*

This Website is not a corporate publication of the Society for Creative Anachronism in whatever jurisdiction the latter operates as an incorporated body. It does not delineate official SCA policies, and any opinions expressed on this site, unless otherwise indicated, are solely those of the individuals concerned.

### *Example: Disclaimer Notice*

This site contains electronic versions of many of the Society's governing documents. Any discrepancies between the electronic version and the printed version that is available from the SCANZ Office will be decided in favour of the printed version.

## 6. Image Policy

Any image used in an SCANZ group publication may only be used with the permission of the copyright holder **and** the clearly identifiable subjects.

Where a child is identifiable in an image, it is advisable to obtain permission from their parents or guardians before using the image.

## 7. Advertising

Any third-party advertising carried by an SCANZ group publication should be clearly identified as such.

## 8. Electronic Link Policy

SCANZ group Websites are advised to have a stated link policy.

### *Example: Link Policy*

As a convenience to site visitors, we provide links from this site to many other sites. Linking to these external Websites does not imply formal approval or ownership of those pages or their content.

Our general rules for linking to Websites are that such sites have relevance for the SCA and its period of interest (generally European history from 600-1600). We will not link to sites deemed to be obscene; we reserve the right to refuse to link to any site, for any reason. If, as can happen in the shifting sands of the Internet, a site link changes sufficiently to call into question its relevance or appropriateness, please notify the Webwright so suitable action can be taken.

## 9. SCANZ Publishing Policy and Media Resources

SCANZ is required to make this publishing policy available in its corporate documents, print or electronic.

A Media page on the SCA NZ website at <http://www.sca.org.nz> includes the following information:

- ❖ Publishing policy
- ❖ A media briefing document to acquaint media with SCANZ requirements and recommendations
- ❖ A tips sheet for SCANZ groups in dealing with the media
- ❖ Contact emails and/or names/phone numbers for group Chatelaines or designated media contact people
- ❖ Direct links to local group Websites
- ❖ A representative sample ( i.e. 3-6) of print-quality copyright-cleared photos
- ❖ An SCA introductory flyer (PDF)