

Web Strategy Group Meeting 27/6/2018



Agenda

- 1) Remit and management of group.
- 2) School of Informatics Web Strategy Document - still applicable?
- 3) Former School Member's homepages
- 4) Grace periods for editing web content
- 5) Definition of Intranet
- 6) Moving the hosting of confidential files listed on InfWeb to Sharepoint
- 7) GDPR compliance for all internal websites.

Present: Craig Strachan, Neil Brown, Neil Heatley, Ségolène Gallus, Sarah Taylor, Kasia Kokowska
Apologies: Alastair Scobie, Gillian Bell, Amanda MacKenzie, Nigel Topham

Minutes

This was an initial meeting to kick start the reformation of the Web Strategy Group.

1 - Remit and management of group

- Should have more of strategic vision, not a technical one.
 - It isn't concerned with just student recruitment.
 - It is the public face of the School on the web - at least some of it is public. There is a desire to create a proper intranet that would only be accessible by Informatics staff and students, see later.
 - It should be minuted by someone who isn't a member of the group, ie it will need secretarial support.
 - Who should be on the group - Head of School should chair, or nominate a deputy. Directors of teaching and research should be at least invited. Recruitment officer - was Helen, now Ajitha? Teaching organisation manager. Someone from RDM? Comms team. Member of computing staff.
- But come concerns about having too many people on the group.

ACTION - Having decided all this, it was agreed that Craig will speak to Jane (as the new Head of School) to get her opinion on the group and the membership.

Given that the people attending this initial group revival meeting may not necessarily still be involved once HoS has had her input, the rest of the points are just opinions and thoughts that the future group members may want to consider.

2 - School of Informatics Web Strategy Document - still applicable?

- Certainly out of date. Some points still hold. Should be reviewed by the new group once that membership is decided.

3 - Former School Member's homepages

- Pick a figure (6 months - same as account grace period) and say from now on, old pages will be removed X months after a user (staff or student) leaves. We can, and do, redirect web requests to new locations if requested.
- For people who have already left more than 6 months ago, but still have old personal pages, we go ahead and remove them, and replace with a place holder page explaining why it has gone, and who to contact.

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4 - Grace periods for editing web content

- This concerns members of staff who have permissions to edit official School web pages, and what happens to their access once they leave => They should lose access immediately.
- Currently this is a manual process, so web admins need to be told when someone's status changes. It should be possible, with some effort, to automate at least some of this based on a user's roles and entitlements.

5 - Definition of Intranet

- Sego thinks that Intranet should really mean "internal only" and so should only be accessible by Informatics users. There was general consensus for this.
- Restricted content is currently hosted on 1 of 3 places: central wiki, restricted media.inf bit, old Plone pages. The suggestion was that we use Sharepoint. This restricted content is typically better suited to a document management system, like Sharepoint, rather than web publishing.
- Kasia would like to restrict all of infweb (web.inf.ed.ac.uk/infweb) to Informatics people only, but this is likely to have implications, eg is there news and events we want the outside world to be able to access?

6 - Moving the hosting of confidential files listed on InfWeb to Sharepoint

- Related to the above, Sharepoint should be used for document management. We can then link to the important ones from a web site if necessary.
- Datasync as alternative to Sharepoint?

ACTION - Sego will produce list of what we could move to Sharepoint/Datasync.

7 - GDPR

- Need to make sure our privacy statements are correct and up to date.
- For example the anc/dtc is something which is finished, and closed, and non-GDPR compliant, but still accessible on the web.

AOB

- Craig mentioned an email from Victoria Dishon about the University's web inventory. Sego thought she should know about this.

ACTION - Craig will talk to Victoria and suggest adding Sego to her distribution list.