



HULL UNIVERSITY STUDENTS' UNION NEWS ARCHIVE POLICY

Introduction

The Hull University Students' Union (HUSU) website, is a platform for all areas of HUSU to share information, engage with students, stakeholders, partners, alumni and staff.

The news section of the website (<https://hulluniunion.com/news>) lists all blogs and news content submitted by members of staff and the student presidents' team and is managed and uploaded to the website by the Marketing Team. The website needs to be accurate, up to date and accessible. In order to ensure the website remains user friendly, we are implementing a news archive policy. Please note that blogs are included in the news archive policy and for clarity purposes we will only refer to news in the rest of the policy.

This policy explains the following about archiving our news (and blog) posts:

- Purpose of the policy
- Who the policy is for
- Why it is important to do
- How you can access information once the content is archived

Purpose of the policy

The policy provides an outline of how HUSU archives news and blog content on its website. It relates to all content provided, submitted and written for this section on HUSU's website. The policy aims to ensure that content on the news page is kept up to date and relevant and that all content and submissions are treated fairly and equally.

Who is this policy for?

The policy covers the Hull University Students' Union news website (<https://hulluniunion.com/news>) and affects everyone submitting content either individually or via the Marketing Team.


What is news archiving?

News archiving in this context is the process of removing expired content from HUSU's news website. This means content that was accessible on the page will not be visible anymore on our website. The information isn't lost but is still discoverable through search engines (e.g. Google) and can also be accessed by request. The purpose of moving content from the live page to the archive is to keep the website relevant, up to date and easy to navigate.

How does it work?

The archive function on the website recognizes that news content might still need to be accessed after its expiry date. For this purpose, we have created the following guidelines for archiving content on the HUSU news website:

- All blogs and news submitted is archived after three years. An expiry date is automatically set when content is posted to the news section of the website. This expiry date is exactly three years from the time of publishing.
- For any content submitted prior to this policy the following applies:
 - All posts published from 13th July 2019 – 13th July 2020 are set to an expiry date of 1 year after publishing;
 - All posts published after 13th July 2020 are set to an expiry date of 3 years after publishing;

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- All posts published prior to 13th July 2019 are subject to this archive policy and can be accessed via the HUSU marketing team.

What does this mean to you?

All submissions to the news section of the website fall under this policy. Should you require access to any of your submissions after the above mentioned timelines, you will need to get in touch with the Marketing team (huu-marketing@hull.ac.uk) to get access to your post.

Where can this policy be found?

The policy can be found on the [News Section](#) and in the [Governance Section](#) of our website.

Who to contact:

For any queries or access requests to an archived blog post, please get in touch with huu-marketing@hull.ac.uk.

Review Date:

to be confirmed