

# Template LPC Website: Terms of Use

Community Pharmacy England – with the support of web development agency, Make – offers a template website for any LPC who wishes to use one. The following terms of use apply to all LPCs who choose to make use of this template.

**Note:** Regional groups of LPCs may also use the template website, but have some additional conditions, as outlined towards the end of this document.

Community Pharmacy England reserves the right to amend these terms of use at any time.

## Ownership of the template LPC website

Although each website will have its own identity, as part of the Community Pharmacy England network, ownership of the template LPC website remains with Community Pharmacy England.

## Charges

There is no charge to LPCs for the provision and ongoing hosting of the basic LPC template website. However, Community Pharmacy England reserves the right to charge for add-on optional developments as appropriate, and Make may request a one-off payment to cover their costs if an LPC requires additional bespoke support.

## Structural changes

From time to time there may be structural changes and developments made to the template LPC website. Community Pharmacy England undertakes to provide advance notice to LPCs using the template of changes impacting on its operation.

## Maintenance

The template LPC website is provided with generic design and content. Most but not all of the areas can be amended by LPC administrators. LPCs are responsible for adding or uploading local content and maintaining the website on a day-to-day basis.



LPCs will be provided with [guidance on using the template](#), and each LPC undertakes that their website will be maintained and administered in accordance with that guidance.

## Security

The template LPC website is intended primarily for communication with community pharmacy owners and their teams. To make the website accessible and easy to administer, no parts of the basic template are password protected – although an LPC can choose to create a private ‘members area’ if they wish.

Username and passwords will be issued to LPCs for editing purposes and day-to-day maintenance. LPC administrators undertake to treat as confidential their username and password, and to not disclose these to others not authorised to make changes to their websites. If they are not members of staff who have confidentiality clauses in their terms of employment, they must agree in writing to similar terms. LPCs must inform Community Pharmacy England if an LPC administrator is no longer employed or engaged by the LPC.

## Website content: Instructions

LPCs should ensure that the material on the website is accurate, up to date and reflects the professional image of their LPC. LPCs must ensure that all material is legal, decent and honest. No material should be defamatory to individuals or organisations. Where an individual is identified, care should be taken not to infringe data protection legislation.

Text and images included on the Community Pharmacy England website ([cpe.org.uk](http://cpe.org.uk)) may be protected by copyright. If copying content from other websites, or using pictures found via search engines, care should be taken to obtain the requisite permissions in writing. Permission to use content or pictures should not be assumed, even if, for example, the pictures are taken by the LPC and include images of individuals. If LPCs do commission any photography, Community Pharmacy England can provide a template consent form for LPCs to get signed by those appearing in the images (please email [comms.team@cpe.org.uk](mailto:comms.team@cpe.org.uk) to request this).

LPCs accept full responsibility for the LPC administered content of their websites and agree to resolve any issues arising from the content (including any legal issues or disputes), as well as



agreeing to indemnify Community Pharmacy England against any action resulting from material placed on the website.

Template LPC websites must not be sponsored but it is acceptable to give appropriate acknowledgement to companies supporting LPC meetings or initiatives.

The websites **must not include** the following:

- Advertisements or other commercial promotional material;
- Links to commercial or irrelevant websites; or
- Lists of locums.

Community Pharmacy England retains the right to amend or remove any material from a template LPC website which in its view contravenes the terms of use, and our decision on such matters is final. Please contact our Communications Team via [website@cpe.org.uk](mailto:website@cpe.org.uk) for advice as required on the acceptability of content on template LPC websites.

Community Pharmacy England also retains the right to remove any historical or obsolete information from any template LPC website hosted within the Community Pharmacy England network, for example, where it becomes necessary to do so in order to maintain an efficient and cost effective network of websites. However, before doing so, Community Pharmacy England would give the relevant LPC reasonable notice of the intended deletions.

Any issues that may arise with the template LPC website should be reported to Community Pharmacy England via [website@cpe.org.uk](mailto:website@cpe.org.uk).

## Cookies and tracking

LPCs are responsible for any Google Analytics tracking code and associated data.

## Themes

Following the development of a sibling brand to Community Pharmacy England for LPCs, a theme with this branding can be applied to the template LPC website. Before using this, LPCs must first accept the separate brand use agreement (see [LPC Transformation Toolkit \(Stage 4\)](#)).



## Regional groupings of LPCs

Given the governance of regional groupings is different to LPCs, whom the website template is aimed at, use for regional groupings will be conditional upon:

- Adding a footnote to the website that 'Community Pharmacy <Regional Grouping> is a regional grouping of <number> Local Pharmaceutical Committees across the <region>' or similar such wording.
- Supporting all LPCs in their region to adopt the template website at LPC level, to avoid individual LPCs' positioning and influence from becoming diluted.

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## Acceptance of terms of use

To gain access to and begin using a template LPC website, the LPC Chief Officer must digitally sign to accept these terms. You will receive an email from Adobe Sign – please follow the instructions to send us your signed acceptance. We also recommend downloading a copy to retain for the LPC's records.

The LPC accepts the Terms of Use for the template LPC website and responsibility for the website content. The website will be maintained in accordance with the Community Pharmacy England guidance on administering and maintaining a template LPC website.

**Name of LPC** .....

**Full Name** .....

**Signature** .....

**Date** .....