

UNIVERSITY OF ESSEX STUDENTS* UNION

REBEL

POLICIES & PROCEDURES

Version: Rebel Policies & Procedures

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REBEL POLICIES & PROCEDURES

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1 Introduction

These Policies & Procedures shall apply to the University of Essex Students' Union group known as 'Rebel', and this group and all its members shall be subject to its provisions.

2 Purpose

The purpose of Rebel shall be the provision of a platform for the creation and communication of media content, including but not limited to

- the material and electronic publication of written, graphic and photographic media content ;
- the broadcast of visual and audio media; and
- the provision to members of training in, and experience of, skills relevant to media including but not limited to journalism, publishing, production, editing, and broadcasting

but excluding any purpose which is contrary to the University of Essex Students' Union's General Membership Policy.

The purpose of Rebel shall be pursued without regard to age, colour, disability, ethnic origin, gender, sex, marital status, nationality, parental status, family commitments, race, sexual orientation, religious or political belief or affiliation, HIV/AIDS status and trade union activity (except where it is a requirement of competition eligibility), and Rebel shall be independent of any political party or religious body.

3 Participation

Membership of Rebel shall be open and free of charge to all members of the University of Essex Students' Union on application to the University of Essex Students' Union and shall entitle members to full participation in the activities of Rebel, including

- the creation of media content on behalf of Rebel;
- subject to editorial control by the Rebel Executive Committee, the publication or broadcast of media content by Rebel; and
- access to the Students' Union Creative Studios and use of Students' Union Creative Studios equipment for the sole purpose of the creation of media content on behalf of Rebel

A list of current members of Rebel shall be retained by the University of Essex Students' Union and shall be available for inspection from the Student Activities Department of the University of Essex Students' Union.

Membership of Rebel shall be subject at all times to compliance with the University of Essex Students' Union General Membership Policy.

4 Governance and Accountability

Rebel shall be subject at all times to the governance of the Rebel Executive Committee.

Executive Committee

The President of the Rebel Executive Committee shall be the University of Essex Student's Union Vice President Student Experience at the time in question.

The core members of the Executive Committee shall be appointed in the second term of the academic year in question by the University of Essex Students' Union, as follows:

- Head of Editorial
- Deputy Head of Editorial
- Head of Video
- Deputy Head of Video
- Head of Radio
- Deputy Head of Radio

These members will be appointed by an interview process by the Student Activities Manager (societies) or delegate and the VP Student Experience or delegate.

The Core members of the executive committee are required to appoint other members into the Executive Committee, a recommended structure is detailed below:

Editorial Team:

- News Editor
- Sport Editor
- Entertainment Editor
- Lifestyle Editor
- Culture Editor
- Editorial Social Media Officer
- Editorial Online Editor
- Magazine Design Officer
- Sub Editor(s)

Video Team:

- Films Officer
- Campus Events Officer
- Video News and Interviews Officer
- Video Sports Officer
- Video Live Events Officer
- Video Production Officer
- Post Production Officer
- Video Social Media and Online Officer
- Video Technical Officer
- Graphics Officer

Radio Team:

- Radio News and Interviews officer
- Radio Sports Officer
- Radio Music Officer
- Radio Live Events Officer
- Programming Officer
- Radio Social Media and Online Officer

- Radio Production Officer
- Radio Technical Officer
- Instore Radio Officer

All members of the executive committee shall be accountable to the University of Essex Students' Union which shall be responsible for drafting a detailed list of responsibilities for each such member prior to their appointment, which list shall thereafter form the basis of their duties, with any further changes to or development of the role being made in consultation with the member concerned.

If deemed necessary, the core executive may amend these positions and their responsibilities after discussion with a member of SU staff responsible for Rebel.

Failure on the part of any member of the Rebel Executive Committee to carry out their duties to a satisfactory standard will result in disciplinary action being taken in accordance with the University of Essex Students' Union Articles of Governance, and any appeal procedure shall be in accordance with the University of Essex Students' Union Articles of Governance.

Management Structure

The core members of the Executive Committee will act as line manager for the following roles:

Head of Editorial:

- Deputy Head of Editorial
- News Editor
- Sport Editor
- Entertainment Editor
- Lifestyle Editor
- Culture Editor

Deputy Head of Editorial:

- Editorial Social Media Officer
- Editorial Online Editor
- Magazine Design Officer

- Sub Editor(s)

Head of Video:

- Deputy Head of Video
- Films Officer
- Campus Events Officer
- Video News and Interviews Officer
- Video Sports Officer
- Video Live Events Officer

Deputy Head of Video:

- Video Production Officer
- Post Production Officer
- Video Social Media and Online Officer
- Video Technical Officer
- Graphics Officer

Head of Radio:

- Deputy Head of Radio
- Radio News and Interviews officer
- Radio Sports Officer
- Radio Music Officer
- Radio Live Events Officer

Deputy Head of Radio:

- Programming Officer
- Radio Social Media and Online Officer
- Radio Production Officer
- Radio Technical Officer
- Instore Radio Officer

Appointing non-core executive positions

Non-core Executive Committee appointments shall take place during the second or third term of each academic year.

Appointing the non-core executive positions must be conducted by at least 2 members of the Rebel Core Executive, with one of those being the person with line management responsibility for that role.

Interviews must be conducted fairly by ensuring the following criteria is met

- All members of Rebel are able to interview for the role.
- A set of questions must be created in advance and the same questions must be asked to each candidate.
- Every answer will be scored out of 5 ranging from 1 being a 'very poor answer' to 5 being an 'excellent answer'.
- There must be a minimum of 2 interviewers for each interview. These must be the same for every interview for each Executive Committee Position.

In addition to the annual appointments an Executive Committee appointment shall take place either:

- a) immediately following the resignation of any member of the Core Executive in order to fill the vacancy created; or
- b) at any time at the request of the Line Manager of any vacant role to fill that vacancy on the Executive Committee; or
- c) immediately following the removal of the Executive Committee.

Any full Member of the University of Essex Students' Union who is a full member of Rebel may be appointed to the Executive Committee.

The Rebel Core Executives are required to inform the SU Student Activities Department about any newly elected exec members and to provide the interview questions and answers upon request.

All Executive Members will be required to attend and complete appropriate training and set out by the SU Student Activities Department.

5 Conduct

5.1 individuals participating in or attending any Rebel activity shall conduct themselves in accordance with the provisions of the University of Essex Code of Conduct, irrespective of whether those provisions otherwise apply to such individuals, at any and all times that they are,

- acting in the course of or in connection with any activity conducted by;
- acting in the course of or in connection with any activity publicised by;
- acting in the course of or in connection with any activity funded by;
- utilising any equipment which is the property of;
- using any transport booked via;

the University of Essex, the University of Essex Students' Union or Rebel.

and at all times conduct themselves in such a way as not to bring the names of University of Essex, the University of Essex Students' Union or Rebel into disrepute.

6. Compliance with Health and Safety Procedures

Members of Rebel shall have regard to and comply with any and all requirements, regulations or conditions relating to health and safety and the reporting of incidents which may be applicable, including any and all requirements, regulations or conditions applied by the University of Essex or the Students' Union at all times when they are

- acting in the course of or in connection with any activity conducted by;
 - acting in the course of or in connection with any activity publicised by;
 - acting in the course of or in connection with any activity funded by;
 - utilising any equipment which is the property of;
 - using any transport booked via;
- the University of Essex, the University of Essex Students' Union or Rebel.

6.1 The Rebel Executive Committee shall be responsible for ensuring that any and all activities conducted by or in the name of Rebel have regard to and comply with any and all requirements, regulations or conditions relating to health and safety and the reporting of incidents which may be applicable, including any and all requirements, regulations or conditions applied by the University of Essex and/or the University of Essex Students' Union

7 Media Law

- a. Action plan to follow in circumstances where a piece has been identified as potentially litigious.

STUDENT MEDIA ACTION PLAN FOR POTENTIALLY LITIGIOUS MATERIAL

This process only needs to be followed where a piece has been identified as being potentially defamatory.

ACTION	DEADLINE
Highlight articles which are identified as carrying a potential legal risk to Media Panel	No later than a week prior to publication

Final draft of article sent to Media Panel with supporting evidence for content	Within 24 hours of article first being highlighted to panel
	WEEK OF PUBLICATION
Media Panel decides if legal advice is required	4 days prior to publication - 10 am
Paper to email over all other article ideas to Media Panel	4 days prior to publication - 10 am
Media Panel seek legal advice (if decided required)	4 days prior to publication - end of day
Paper to send right of reply requests to parties to allow them to respond/comment to proposed article	3 days prior to publication - midday
Paper to have backup article in place	3 days prior to publication - end of day
Decision made by Media Panel on whether article can run without amendment, with amendment, or whether back-up article should be used	2 days prior to publication by midday
If final article can run, but with amendments, re-draft sent to Media Panel	2 days prior to publication – end of day
Final sign-off of article by Media Panel	Day prior to publication

b. Media law training provided to editors, editor-in-chief and others involved in the final decision making process.

A yearly session is run with David Banks, a professional media law trainer, for all of our new editors at the start of the year.

An online training package is also available on Moodle, including the full video of the training session provided by David Banks.

Every member of Rebel who uses the Creative Studios must go through an induction process, where the media law package is explained to them and access to the course is added to their Moodle account. Every Rebel member who wishes to go live on the radio, or takes part in any live video broadcast, must have completed the media law training (this is why the media law package is added to the accounts of everyone who goes through the studio induction process). Induction details are logged in a database.

To pass the online training module on Moodle, all of the videos must be watched and a multiple choice exam must be passed (70% is the required grade to pass the exam). Details of who has passed the exam are logged on Moodle.

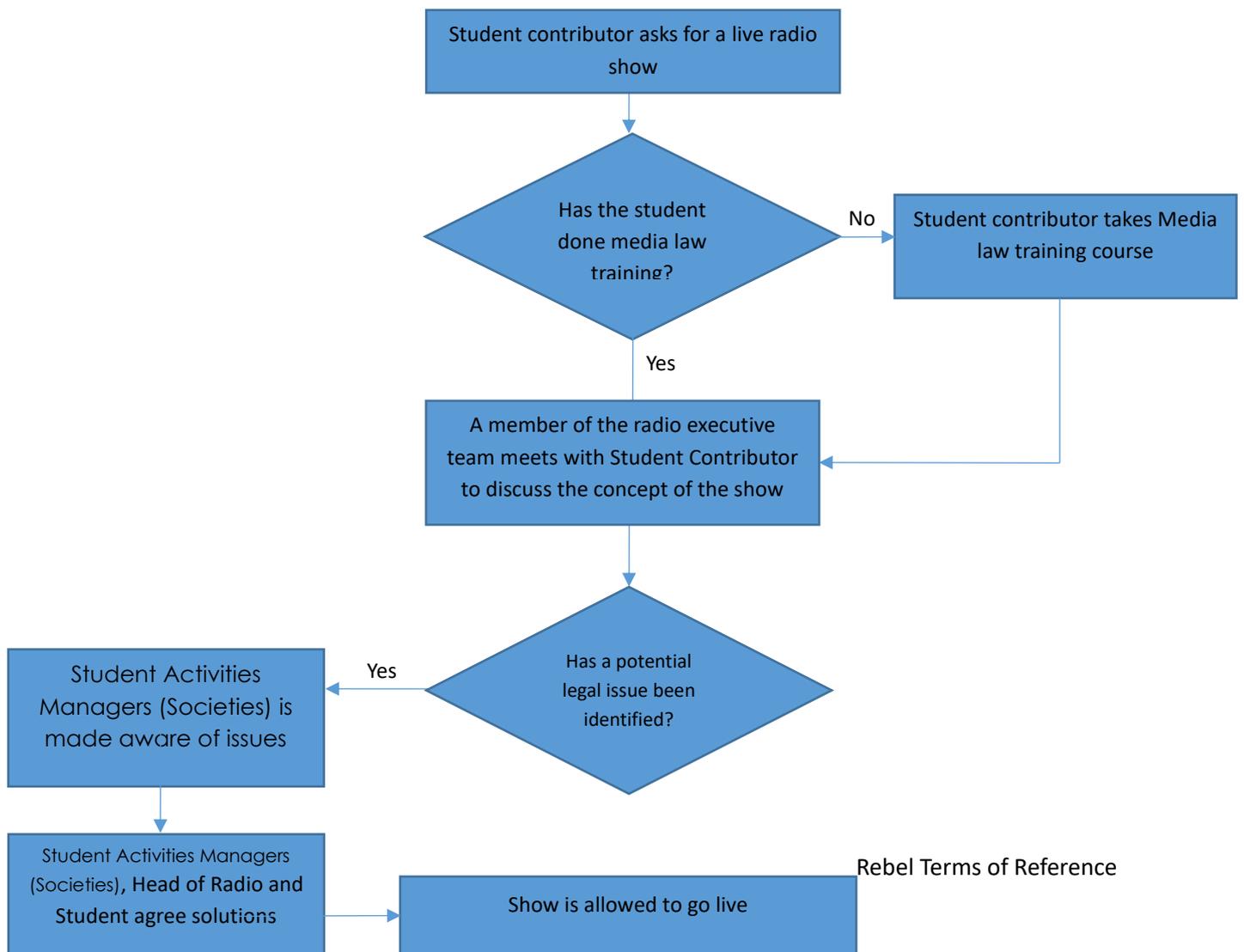
Every member of the Rebel executive team must complete the media law training, either online or in person, before they can start their role as an editor. They are only given access rights to publish on the website after they have completed their media law training, and this is detailed in a database stored on the U drive. The Student Activities Managers (Societies) controls who has access to publish on the website.

It is made clear to the editorial team that anything they believe is a potential media law issue must be identified to the Student Activities Managers (Societies), who then reviews the article and begins the Action Plan process if required.

For printed publications, in addition to the action plan above, Student Activities Managers (Societies) will check through the final document and only send it to print if they have not identified any issues. If issues are identified, it is sent back to the editorial team to make amendments.

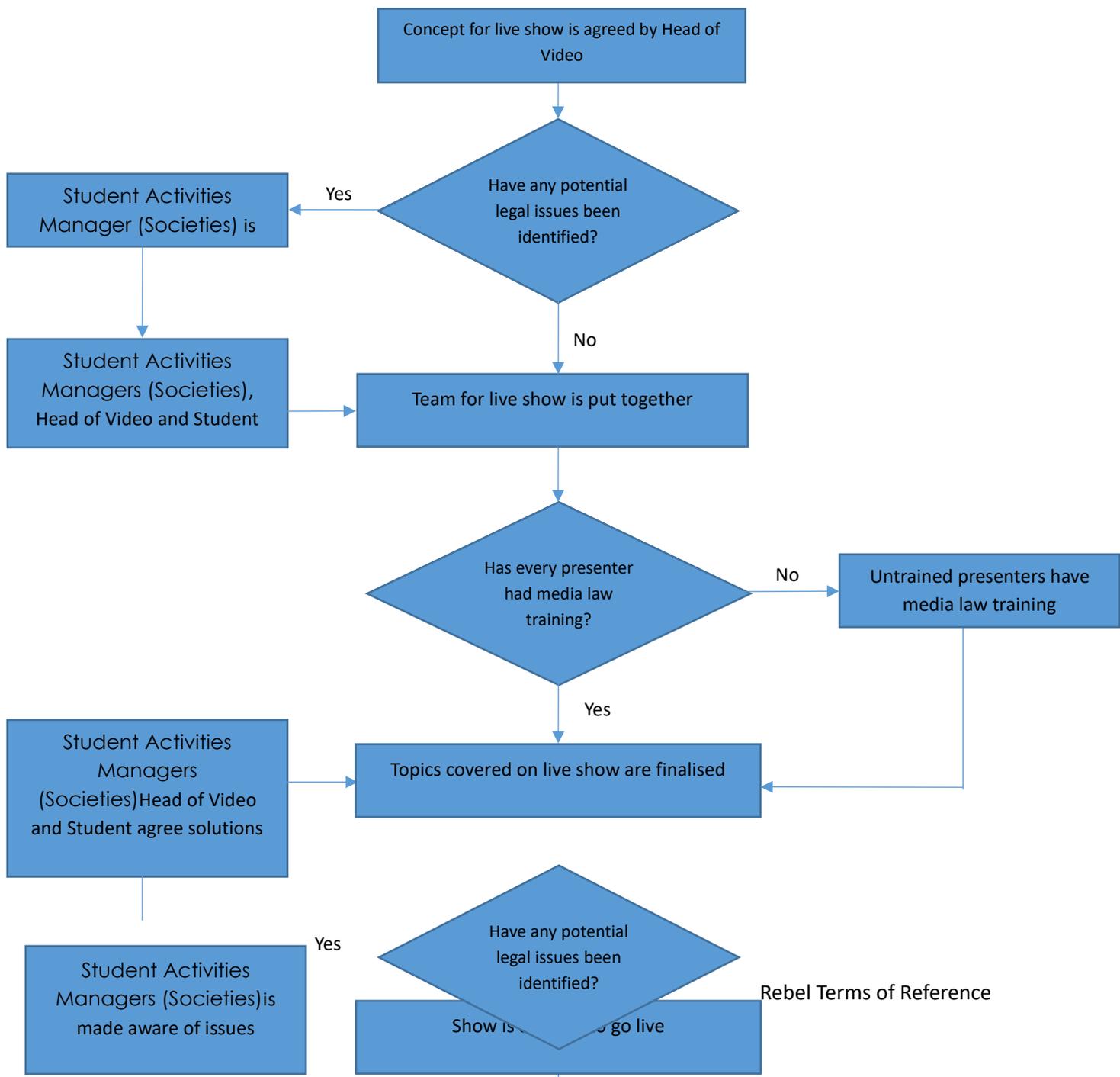
c. For all live broadcasts, processes in place to ensure areas for discussion or review are vetted for any potential legal problems prior to broadcast.

i. Radio



No

ii. Video



d. An easily accessible link for users to report issues with content appearing on the site.

This is placed on the footer of the website (so it is displayed on every page). Clicking 'Report issue' leads to a typeform which asks the following questions:

1. Please tell us your name
2. Please copy the full URL of the article that contains the content you wish to dispute
e.g. <http://www.rebelessex.com/name-of-article-here>
3. What kind of issue do you wish to report?
 - a. Copyright Issue
 - b. Inaccurate content
 - c. Libellous content
 - d. Other
4. Please describe the details of your issue.

Please give us as much information as possible. If it is a copyright issue, please state who owns the copyright and whether or not you can act on their behalf. We will be in contact to ask for further information if you do not provide enough information here.

5. We're sorry that you are having this issue with our website.

In order for us to contact you to advise on your report, we need a contact email address from you. Please type your contact email here. We will aim to respond to your request within 2 working days.

e. Take-down procedures in place.

8 General Data Protection Regulation and Rebel

All Rebel activities are expected to comply with the policies and procedures set out by the Students' Union in regards to GDPR, with the following exemption in relation to the 'Special Purposes' as defined in the Data Protection Act 2018.

- The GDPR and the Data Protection Act 2018 set out exemptions from some of the rights and obligations in some circumstances.
- Whether or not you can rely on an exemption often depends on why you process personal data.
- You should not routinely rely on exemptions; you should consider them on a case-by-case basis.
- You should justify and document your reasons for relying on an exemption.
- If no exemption covers what you do with personal data, you need to comply with the GDPR as normal.

This exemption can apply if you process personal data for:

- journalistic purposes;
- academic purposes;
- artistic purposes; or
- literary purposes.

Together, these are known as the 'special purposes'.

The exemption relieves you from your obligations regarding the GDPR's provisions on:

- all the principles, except the security and accountability principles;
- the lawful bases;
- the conditions for consent;
- children's consent;
- the conditions for processing special categories of personal data and data about criminal convictions and offences;
- processing not requiring identification;
- the right to be informed;
- all the other individual rights, except rights related to automated individual decision-making including profiling;
- the communication of personal data breaches to individuals;
- consultation with the ICO for high risk processing;
- international transfers of personal data; and
- Cooperation and consistency between supervisory authorities.

But the exemption only applies to the extent that:

- as controller for the processing of personal data, you reasonably believe that compliance with these provisions would be incompatible with the special purposes (this must be more than just an inconvenience);
- the processing is being carried out with a view to the publication of some journalistic, academic, artistic or literary material; and
- you reasonably believe that the publication of the material would be in the public interest, taking into account the special importance of the general public interest in freedom of expression, any specific public interest in the particular subject, and the potential to harm individuals.

When deciding whether it is reasonable to believe that publication would be in the public interest, you must (if relevant) have regard to:

- the BBC Editorial Guidelines;

- the Ofcom Broadcasting Code; and
- the Editors' Code of Practice.

We expect you to be able to explain why the exemption is required in each case, and how and by whom this was considered at the time. The ICO does not have to agree with your view – but we must be satisfied that you had a reasonable belief.

9 Interpretation

Reference to any bodies and persons in these Policies & Procedures includes any duly appointed or elected successors.

Any matters not specifically covered by these Policies & Procedures shall be referred to the President of the Senior Committee and designated member of SU staff who shall make a ruling, and if they are unable to make a ruling the matter will be referred by them to the Senior Committee, whose majority decision shall be final.

10 Revocation

All previous Terms of Reference and/or policies and procedures for Rebel are hereby expressly revoked.