

Rodney Stoke Parish Council

Email Policy

Outline

The Clerk is responsible for dealing with correspondence and will continue to pass on any relevant mail to members. Communications on behalf of the Council will continue to be issued by the Clerk.

Where correspondence on a matter is delegated to a member, the Clerk should always be copied in.

Decisions of the Council must be made in a public meeting unless delegated.

Issue of Councillor Email Addresses

A Parish Council email address will be issued to all members who should use the address solely for Council business.

The format of the email address will be cllr*Surname*@rodneystoke-pc.gov.uk

Parish Council email addresses are for use solely by the person issued with the address.

Parish Council email addresses will be withdrawn from use as soon as a member ceases to be a Parish Councillor. In an election year members email addresses will not be withdrawn for Councillors standing for re-election until the results of the election are declared to ensure continuity of the service for members.

Parish Council email addresses will be administered by the Clerk. As administrator, the Clerk may access information held on an email address. Users should also be aware that deleted emails may still be accessible from back-up procedures.

Use of Councillor Email Addresses

Use of Councillor email addresses must be in accordance with the Councils Code of Conduct and GDPR policies. All users must ensure that their use of email will not adversely affect the Council or its business and will not damage the Council's or its employees' reputations or otherwise violate any of the Council's policies. For instance, care should be taken to ensure that you do not imply that the content of your email represents the opinion, authority or policy of the council as a whole if the Council has not made a decision on the matter.

All users should take particular care when sending potentially sensitive or confidential information.

Sensitive and confidential information must not be circulated outside of the Councils email system.

Personal data must not be used other than for the purpose or use provided. Personal contact details obtained through Council business must not be reused for any other purpose unless permission has been obtained in accordance with the Council's privacy and GDPR policies.

Email addresses should not be broadcast to mailing lists unless authorised by the Clerk in consultation with the Chairman or Vice Chairman.

Parish Council email addresses should not be used to register on any shopping or social media site or system that is not Council related, such as a personal Facebook, Ebay, Instagram or Twitter account.

Parish Council email addresses should not be used in connection with running or managing any business or for commercial activity

Adopted March 2022