Kelbrook & Sough Parish Council

Parish Councillor Email Policy

Policy Title:	**Parish Councillor Email**	**Policy Version: 1**
Author:	**Clerk/RFO**	**Adopted: 12.05.2024**
Reviewed by Council:	**08.05.2024**	**Effective from: 08.05.2025**
Review Period:	**Annual or before if required**	
Reason for Change:	**Annual Review of Council Governance Documents – no change**	
Minute Ref:	**A2025.08.05.12**	
Next Review Date:	**On or before 31.05.2026**	

Background

Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) councillors should be aware of the risks and data protection obligations and responsibilities, particularly with regard to use of personal email addresses.

The Parish Council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the Council is accountable for any Council business conducted involving personal data on any device or through any email account.

The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected. All members of the Council should ensure they know their responsibilities in terms of only using personal data for the purposes which the Council obtained it.

Individual email addresses have been set up for Councillors which will help to ensure the confidentiality and security of Parish Council documents. By having a separate email for Parish Council work all documents can be organised in the same place on your device making them easier to find.

Parish Council email addresses should:

• only be used for Parish Council business

• 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

• not be used in connection with running or managing any business or for commercial

activity

Addresses will be deleted once anyone ceases to be a Councillor.

These are a few simple rules to observe when using emails:

1. Keep them brief and to the point. Think about the words used to avoid misunderstandings.

2. Always use a heading and use separate emails for anything not related to that matter.

3. When replying to 'group 'emails, Councillors should consider whether or not they need to 'reply to all 'or just 'reply 'to the sender.

4. Delete unnecessary emails after use.

5. Obtain the sender's permission before sharing data with third parties.

6. Treat all documents as confidential until they are placed in the Public Domain.

7. Review stored data on a regular basis and delete when no longer applicable or out of date.