

ROCKHAMPTON PARISH COUNCIL

EMAIL POLICY

DOCUMENT HISTORY			
Revision No	Details	Minute Ref	Date approved
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	Reviewed by Clerk and approved	185/22.1.2.	21/11/2022
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Use of Email

1. The use of email to exchange correspondence requires the same professional standards as other forms of communication. You should not send or forward mail which is defamatory or offensive for whatever reason.
2. In order to protect from viruses, email attachments which might contain macros (word processor and spreadsheet files) or applications, should not be opened if they are from a sender whom you do not recognise, simply delete.
3. It is important to keep virus protection up to date.
4. Be aware that agreements made by email may have the same status as letters or formal contracts.
5. Email passwords should be changed regularly.

Data protection

You must not include in the text of emails to be sent, or in files attached to them, sensitive personal data without appropriate protection in order to comply with the General Data Protection Regulations and the Data Protection Act 2018.

Email addresses should be treated as confidential and care taken that private email addresses are not wrongly circulated. Email to multiple addresses outside of Councillors and the Clerk should be sent as blind copy, (bcc).

To be reviewed annually