

ROCKHAMPTON PARISH COUNCIL

EMAIL POLICY

DOCUMENT HISTORY			
Revision No	Details	Minute Ref	Date approved
1	1st issue	20/065	23/11/20
	Reviewed and approved	116/21.3.1.	23/08/2021
	Reviewed by Clerk and approved	185/22.1.2.	21/11/2022
	Reviewed by Clerk and approved	238/23.4	21/06/2023
	Reviewed by Clerk and approved	312/24.4	12/06/2024

Use of Email

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.

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