Clyffe Pypard & Bushton Parish Council

Website and Electronic Communications Policy

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Author	Naomi Mildenhall (Clerk)	Review Date	2025
Status	Adopted	Last Review	
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This Policy is introduced to provide guidelines as to the use of the website and electronic communications within Clyffe Pypard Parish Council (CPPC), between councillors and employees, and between CPPC and the public. Electronic communications may include emails, text messaging on any platform. The policy complies with all relevant legislation including the General Data Protection Regulation (GDPR) legislation 25 May 2018.

Purpose of the Parish Council Website

1. A Parish Council website has two main functions:
    a. To communicate all the legally required information as indicated in the Transparency Code for smaller authorities 2014. In simple terms, this includes Agendas, Minutes, and designated financial information. (Details in the Freedom of Information & Model Publication Scheme).
    b. Secondly, if the Parish Council wishes, to communicate other information relating to the Parish which is not legally required – but is helpful.

Protocol for administrating the website

2. The Clerk is the overall administrator for the website and author/editor for all parish Council content.
3. Appointed volunteers will manage and create content for the community, Church and Village Hall.
4. Other parish councillors may be given delegated authority by the Clerk or Chairman to post news or information in their area of knowledge or interest.
5. The Clerk has primary responsibility for administering the website and may also authorise parish councillors to carry out website administration on his or her behalf.
6. Requests from any organisation to publish information on the CPPC website are considered on a case-by-case basis. CPPC will endeavour to publish news and information which will be helpful to residents.

USE OF EMAIL AND TEXT MESSAGING

7. All councillors and employees of the council emailing on behalf of the council must use email and text messaging responsibly. Text messaging includes the use of electronic communication platforms such as WhatsApp and Messenger. The term ‘email’ is used in the following to include these forms of text messaging as well.
8. Responsible use of email means:

a. Email correspondence should be undertaken in a professional and responsible manner respecting personal privacy and the requirements of data protection legislation;

b. Those writing or replying to emails should check to see that the email is only being copied to the person or persons intended; and that there is no sensitive information contained in any attached document or any accompanying email 'trail', that is, previous emails attached to the email being sent;
c. Sensitive or confidential parish council information is not sent or copied to people outside the council; if you are unsure consult the Clerk;
d. Where emails are sent which contain personal details the personal details should be limited to that information which is required for the business of the council;
e. If inappropriate material is sent accidentally this must be reported immediately to the Clerk or Chairman, or the Vice Chairman in the absence of the Chairman;
f. Emails must not contain inappropriate or unlawful material, which includes, but is not limited to,: abusive, threatening, sexual, discriminatory, racial, obscene or hate text or images.

If you are unsure about anything above, please consult the Clerk who can advise on email etiquette.

9. Emails broadcast to mailing lists on behalf of the Parish Council must be authorized by the Clerk and/or Chairman, who may give delegated authorization to other parish councillors.

Disposal

10. Emails will be retained for a minimum of three months. Where an email is of importance, for instance, an important email which could form part of a complaint, project, planning matter, agreement or contract, then the email may be retained for longer than three months subject to the recommended document retention from the Document Retention Policy.