



# EDITH WESTON PARISH COUNCIL

## Email Policy

### 1. Introduction

- 1.1. The Local Government Act 1972 sch 12 (10) (2) requires the proper officer of the council to send to each member of the council or committee a summons to attend meetings of the parish council or the committee at least three clear days before the meeting. The summons must be left at or sent by post to the member's usual place of residence. This has been amended by the Local Government (Electronic Communications) (England) Order 2015, S1 2015/5. The summons may now be sent to every member 'by an appropriate method', which includes by email to any member who has consented and has provided an address.
- 1.2. As a member of council, you will be expected to have an appropriately **named** email address available for council business (first name.surname@edithwestonparishcouncil.gov.uk). You will also be expected to give consent for the email address to be used for council business (see attached Consent Form for Electronic Communications).
- 1.3. This email address may only be used for parish council business. It must be secure, not shared with anyone else including members of your family and not accessible by anyone else.
- 1.4. In the event of a Freedom of Information request to Edith Weston Parish Council, you need to be aware that it doesn't just apply to emails and documents held by the clerk. It applies also to documents held by any parish councillor. If a Freedom of Information request is received by the parish council, you may be asked to share information held by you.
- 1.5. All information held by you should be in accordance with the legislation on GDPR (see Edith Weston Parish Council 's Data Protection/GDPR policy).
- 1.6. When you leave **the parish council your email account will be closed and you must delete or destroy any emails and documents held by you that relate to your office with parish council.** This applies to documents you have downloaded, any documents sent to you electronically, documents you have printed or any documents you have been sent or got hold of in hard copy.



## EDITH WESTON PARISH COUNCIL

### Consent Form for Electronic Communications

Councillor name \_\_\_\_\_

Email address \_\_\_\_\_

	✓
I consent to communication with Edith Weston Parish Council and its officers and members by email using the email address specified above. I understand that officers of the Council will contact me by email for the purpose of carrying out parish council business.	
I consent to this email address being published on Edith Weston Parish Council website as a means of contacting me.	
I consent to this email being shared with other people associated with Edith Weston Parish Council.	
I consent to the sharing of documents related to parish council business using the email address above via an appropriate cloud-based file-sharing platform.	
I confirm that I will use no other email address while carrying out parish council business.	
I confirm that the email address above is used solely for parish council business and is separate to any other email address held for person, employment or other use.	
I confirm that the address above is not accessible by anybody else including members of my family.	
I understand that documents and emails held within this email address may be required for disclosure in the event of a Freedom of Information request.	
I confirm, on my ceasing to be a member of Edith Weston Parish Council, that this address will be securely closed.	
I confirm that on my ceasing to be a member of Edith Weston Parish Council all documents held by me in connection with my role as a member will be securely deleted or destroyed.	

Councillor signature \_\_\_\_\_

Date \_\_\_\_\_

Email addresses, along with all other person information held by Edith Weston Parish Council, will be kept in accordance with the published Privacy Notices. You can read these on the Council's website.