

## **Salterforth Parish Council**

Date adopted: April 2019

Reviewed: July 2024

Review Due: July 2025

### **PARISH COUNCILLOR EMAIL ADDRESS POLICY**

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.

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 Review stored data on a regular basis and delete when no longer applicable or out of date.