**Northwold and Whittington Parish Council**

**Email Policy**

June 2018

Northwold and Whittington Parish Council uses email as the main form of communication between Councillors and Clerk between meetings. It is imperative that as an official member of the Parish Council the email system is used responsibly and appropriately to ensure that professional standards are maintained.

* All Councillors are provided with a nandwpc.uk email address to use for all Parish Council related business to ensure maintenance of confidentiality. Any persons choosing not to use this address must formally provide relevant reasons why this cannot be accessed and this will be kept on file by the Clerk.
* Councillors are required to copy all Parish Council related emails to the Clerk to ensure proper documentation.
* Councillors and staff should ensure that the Parish Council adopted footer is present as part of their email signature.
* Forwarding on of emails containing data sensitive information must be consented to by the original sender first.
* Unless otherwise indicated the content of all emails should remain confidential within the Parish Council pending public discussion of the matter at the next meeting.
* Personal / data sensitive information contained within emails must remain confidential within the Council body at all times.
* Before using personal equipment to access Parish Council emails all Councillors agree to ensure that the device used has up to date virus protection software installed.

The Parish Council does not operate on a social media platform. All Parish Councillors must refrain from partaking in social media discussions as a Parish Council representative, aside from signposting for information.