



OLD BASING & LYCHPIT PARISH COUNCIL

E-MAIL POLICY

This aim of this Policy is to avoid Councillors and/or staff of the Parish Council creating a situation whereby they or the Parish Council might be the subject of a dispute or legal proceedings as a result of something written in an email.

Emails by Councillors must be regarded as a public statement, or liable to disclosure. Comments, especially concerning individuals, must be factual. Emails that comment on individuals should be deleted and not forwarded.

1. Never put anything in an email that you would not be happy to “shout out” on a street corner.
2. Do not make comments in an email about individuals other than those that are purely factual. Apart from the risk of this falling into the hands of the individual, anything held about an individual on the Parish Council computer is likely to be disclosable to the individual if they make a “subject access request” under the Data Protection Act.
3. Do not retain emails about individuals unless there is a business need and delete any emails received that make comments about individuals. Never forward such an email.
4. Do not use email for debate or use “reply all” unless specific need to convey facts requires it.
5. Any Councillor who has an issue with a member of staff should speak directly to that member of staff or their line manager.
6. To not click “reply all” unless there is a business need to do so.
7. Emails to a mailing list of people who do not know each other should be sent to the sender and Bcc'd to the intended recipients.
8. Correspondence should be conducted through the Parish Office unless a Councillor has been delegated to deal with that particular matter. The Clerk's office should be copied into such correspondence.
9. Councillors corresponding with third parties should avoid the impression that they express the opinion of or act on behalf of the Parish Council. They should remove the title Councillor from their signature.

Clarification of points 5 & 7:

5 – Disagreements with staff should not be conducted via email.

7 – Emails to a group of people should be sent to the sender and blind copied to the addressees to avoid disclosing email addresses without permission.