

# *KEMPSFORD PARISH COUNCIL*

Clerk: Mrs Teresa Griffin, Winterwood, Whelford, Fairford, Glos. GL7 4EB  
Tel: 07818626158 email: clerk@kempsfordparishcouncil.gov.uk

## **EMAIL POLICY**

<b>Document Control</b>	
<b>Version Number</b>	<b>1</b>
<b>Adopted on</b>	<b>16<sup>th</sup> Feb 2026</b>
<b>Last Reviewed</b>	
<b>Review Date</b>	

# *KEMPSFORD PARISH COUNCIL*

Clerk: Mrs Teresa Griffin, Winterwood, Whelford, Fairford, Glos. GL7 4EB  
Tel: 07818626158 email: clerk@kempsfordparishcouncil.gov.uk

## **Email Policy**

Kempsford Parish Council recognises email as a valuable communications tool that adds to other communication channels and encourages its use by elected members and staff. It provides email addresses for the use of Councillors and staff. It does not provide computer equipment but will consider requests by Councillors for assistance in training in use of new technology.

Under the General Data Protection Regulations (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.

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.

Individual email addresses have been set up for Councillors which will help to ensure the confidentiality and security of Parish Council documents. By having a separate email for Parish Council work all documents can be organised in the same place on your device making them easier to find.

### Purpose and Use of Parish Council email addresses.

A Parish Council e-mail address is expressly for the purpose of supporting the Council's business activities. It should not be used for any other purpose.

All Council business electronic mail between the Clerk's office and Councillors will be made via Council provided e-mail addresses.

The Parish Council e-mail may not be used for transmitting, retrieving, or storing any communication of a discriminatory or harassing nature or materials that are offensive, obscene, pornographic, or sexually explicit. Users must not use or transmit abusive, profane, or offensive language. Accounts will be disabled for staff and Councillors leaving the Council.

Email accounts must include the standard disclaimer regarding data protection and information requests.

### Using email effectively

Do not assume privacy for any Internet communications of any kind. E-mails and/or files can be posted or forwarded to other Internet users around the world without the user's knowledge or permission. Defamatory, libellous, abusive, sexist, or racist comments in e-mail may render the sender personally liable to civil action.

Councillors using abusive, intimidation, insulting and bullying language relating to electronic communication, will have their account suspended for a month

Any messages or information sent by an employee or Member are statements that reflect the Council. All Users should be aware that their views will be construed as representing the Council.