

Everton Parish Council

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Councillor Email and Electronic Communications Policy

1. Purpose

This policy supports openness, accountability and good governance in accordance with guidance issued by the National Association of Local Councils (NALC) and the Parish Councillors' Code of Conduct.

2. Official Email Accounts

Everton Parish Council will provide each councillor with an official parish council email address. Councillors must use this address for all parish council business and must not use personal email accounts for council correspondence.

3. Publication of Contact Details

Official councillor email addresses shall be published on the Parish Council website and may be included on agendas, minutes and other official documents to enable public contact with elected members. This aligns with the Openness of Local Government Bodies Regulations 2014 which reinforces transparency and public access to decision makers.

4. Data Protection and Information Management

The use of official email accounts supports compliance with the UK GDPR, the Data Protection Act 2018, and Freedom of Information legislation, as it is inappropriate for councillors to use personal email accounts for council business. All correspondence relating to parish council business is the property of Everton Parish Council and may be subject to lawful disclosure.

5. Code of Conduct and Appropriate Use

Councillors must use official email accounts in accordance with the Parish Councillors' Code of Conduct, and any IT, social media or data protection policies adopted by the Council. Official email accounts are for parish council business only.

6. Authorised Communications and Personal Opinions

Councillors must only use official parish council email accounts to communicate on matters they are authorised to speak on in their role as a councillor, or where they are acting on behalf of the Parish Council following a council decision, delegated authority, or agreed role. Personal views, political opinions, or comments made in an individual capacity must not be expressed using an official parish council email address, as this may give the impression that such views represent the position of Everton Parish Council.

7. Retention and Continuity

Email accounts remain the property of the Parish Council. Access will be withdrawn when a councillor leaves office to ensure continuity, record-keeping and proper information management. Email correspondence will be retained and managed in accordance with the council's Data Retention Policy.

8. Review

This policy will be reviewed periodically to ensure continued alignment with NALC guidance and statutory requirements.

Adopted by Everton Parish Council: _____