

Little Budworth Parish Council

Email Policy

Little Budworth Parish Council (LBPC) email address will be provided to councillors on appointment to the council and will be withdrawn upon departure.

Use of LBPC email addresses is to be used only in connection with correspondence relating to the business of LBPC and are subject to the following guidelines:

- LBPC email facilities and email addresses are not to be used for personal use.
- The email address for LBPC's Clerk is the only email address published on the LBPC website; this is to ensure that parish residents and the general public have a single point of contact as well as enabling the Clerk to monitor correspondence.
- LBPC councillor email addresses are not shown on the LBPC website, and this is to discourage direct communication between councillor(s) and residents and the general public.
- The clerk will only send out LBPC information to councillors to their LBPC email address.
- Councillors may communicate directly with organisations such as CWAC, ChALC, NALC, other parish councils, existing suppliers, future potential suppliers, organisations with which LBPC has a close working relationship such as MSV/Oulton Park, and other LBPC councillors using the LBPC email address.
- Councillors may use their allocated LBPC email to sign-up for newsletters, platforms, software or online services purchased by the parish council as well as online services that will contribute, train and add value to the individual's contribution and performance as a parish councillor.
- The contents of all emails can be requested under a Freedom of Information request.
- Councillors should not use their own email accounts for parish council related communication.

LBPC has the right to monitor email usage by councillors.

Adopted by the Parish council on 19 September 2023

To be reviewed bi-annually – see policy review schedule.