



GOXHILL PARISH COUNCIL



MEMBER DEDICATED EMAIL ACCOUNT

Name of Organisation	Goxhill Parish Council
Address	Parish Rooms, Howe Lane, Goxhill, DN19 7HS
Date Policy Agreed	4th March 2021 (minute 2103/11), reviewed March 2024
Date of Next Review	March 2027
Signature (Chair)	Jack Lawtey
Signature (Clerk)	Hannah Hepworth

The email system is provided to allow electronic communication in carrying out Council business between Employees, individual Council service users and external organisations.

The Council owns the email facility, and emails that employees or elected members produce, send and receive are the property of Goxhill Parish Council.

The email system should be used for sending council business related communications and associated attachments.

Council email addresses should not be used to register for non-related council business, online services and/or forums.

Care should be taken when in receipt of unsolicited email, as it could be a vehicle for introducing computer viruses. Emails of this nature should be deleted immediately without opening. If you are unsure, please contact the parish clerk

Under no circumstances should Council related emails be sent, forwarded or attached to employees or elected members personal email accounts or personal devices as:

- When a forwarded email is replied to, the reply will be sent from the external email address and not a goxhillparishcouncil.co.uk account.
- The Council has obligations under Freedom of Information and Data Protection (including security and retention). Emails sent or received using a non-Council email address would compromise the Council's compliance.
- Some remote mail systems do not have adequate controls in place to protect the information.
- The Council will not have copies or backups of replies sent from the external email address and therefore they cannot be recovered in the event of a loss.
- Lost or misdirected information could be harmful to the people affected and may result in financial penalties imposed by the Information Commissioner's Office.



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All emails containing sensitive information must be sent securely and using appropriate encryption. Where an email has been sent to the incorrect recipient appropriate action should be taken to recall the email, or request the recipient to delete the email as soon as possible.

Should an elected member cease being a councillor, the email account will be suspended with immediate effect

****Original signed copy is located at the Parish Rooms ****