

EAST BERGHOLT PARISH COUNCIL

Email Policy

East Bergholt Parish Council's email policy aims to guide effective communication using email format for all parish councillors and the clerk.

The Council does not provide councillors with separate email addresses for council business so they must use their private email addresses. When conducting council business by this means, councillors must adhere to all the rules and protocols attaching to their email systems and to this policy.

When conducting email correspondence on council business, councillors are acting in their official capacity and the Council's code of conduct applies. This policy forms part of the code of conduct and breach of this policy by a councillor is a breach of the code of conduct.

When using e-mail to correspond with other councillors, the parish clerk, residents, Babergh District Council or Suffolk County Council it should be done with regard to the following –

Risks:

- Breach of data protection
- Summons for presentation to tribunals/courts
- Disclosure under Freedom of Information request
- Disenfranchise the public by conducting business remotely
- Non-compliance with democratic process

Do not:

- use language that could offend, discriminate or cause embarrassment
- discuss business that should be seen/heard by the public
- write about matters declared to be confidential
- infringe copyright
- enter into contractual commitment or make representations by email unless appropriate authority has been obtained
- send emails which you would not want a third party to read
- make statement(s) which is/are likely to create any liability for you or the Council

Etiquette:

- do not write in capitals
- use proper spelling, grammar & punctuation
- use appropriate terminology at start and end of text
- be polite and respectful
- use basic courtesy
- do not 'bully' or 'harass'
- where possible use initials, rather than full names to protect identities
- cc all emails to info@eastbergholtpc.co.uk

***Approved and adopted by East Bergholt Parish Council: 9 March 2023
Next review: June 2024***