TIDENHAM PARISH COUNCIL

Policy on the Use of Official Email accounts

1. Emails on Council matters must always be through allocated Parish Council email addresses.

2. Parish Councillors or Council staff should not use official email addresses for personal matters.

3. It should be assumed that any email (even those deleted by a user but stored on a server or those marked private or confidential) may have to be disclosed following a lawful request, such as through a Freedom of Information or Subject access request or request from another lawful authority.

4. Before sending an email its purpose should be considered and if it is the best form of communication method to use. For example, a telephone call or face to face discussion may be more effective. Emails should only be printed when necessary.

5. Email messages should be relevant and concise. Unnecessary copies of the message should not be sent to other recipients. Messages must not be forwarded to others if not necessary.

6. Emails should adhere to certain good practices and conventions of polite and constructive discourse. They should not:

   - contain abusive, obscene, indecent or offensive language
   - contain swear words or other sorts of profanity
   - constitute spam, promote or advertise commercial products
   - contain content, attachments or code that may be designed to cause nuisance or harm to the recipient or other users.

7. All users should include an 'autosignature' that appears on all emails, which follows the format outlined below:

[Cllr/ Mr/ Mrs etc.] Forename Surname
[Role on council- if applicable]
Tidenham Parish Council
Tel: [Your telephone number as listed on the council website]
Email: [your address]@tidenhamparishcouncil.gov.uk
www.tidenhamparishcouncil.gov.uk
Follow us on https://www.facebook.com/TidenhamPC

8. This policy should be considered alongside relevant existing Parish Council polices and augments the Code of Conduct.

This policy will be reviewed annually, and may be amended at any time if approved by resolution of the Parish Council.

Adopted – 16th January 2019 Minute 2018/19 Page 21 Item 15.
Reviewed and re-adopted – May 2021 Minute 2021/2022 Page 2 Item 13.
Reviewed and re-adopted – May 2022 Minute 2022/2023 Page 3 item 12.
Reviewed and re-adopted – May 2023 Minute 2023/2024 page 2 item 14.
Reviewed and re-adopted – May 2024 Minute 2024/2025 page 2 item 12.
Reviewed and re-adopted – May 2025 Minute 2025/2026 page 2 item 11.
Reviewed and re-adopted – May 2026 Minute 2026/2027 page 2 item 11.