

# **Litton Cheney Parish Council**

## **Email Policy**

September 2025

Approved by Full Council: 01/03/2023

Review Date: 09/09/2025

Next Review Date: 09/2027

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## **1.0 Introduction**

Email is regularly used for the management and administration of the business of Litton Cheney Parish Council.

## **2.0 Scope**

This policy applies to:

- Employees
- Parish Councillors
- Members of the public
- Other people, companies and organisations in contact with Litton Cheney Parish Council.

## **3.0 Policy Statement**

Litton Cheney Parish Council encourages the effective use of email. Such use must always be lawful and must not compromise the Council's information and the Clerk's computer system.

All users must ensure that their use of email will not adversely affect the Council or its business and not damage the Council's or its employees' reputations or otherwise violate any of the Council's policies.

## **4.0 Use of email facilities**

All users must use email responsibly. Litton Cheney Parish Council reserves the right to take disciplinary or legal action against any person who fails to comply with the policy.

All users must accept that communications via the Clerk's email system is not secure or encrypted and they should take particular care when sending potentially sensitive or confidential information.

All users must accept and agree that communications both to and from the Council via email may be monitored for the purpose of ensuring appropriate use of methodology. Users should also be aware that deleted emails may still be accessible from back-up procedures.

## **5.0 General Guidance**

Email users are advised to be aware of the following:

- Messages sent to groups of people must be relevant to all concerned. If the message is urgent, an alternative method of contact should be used.
- Litton Cheney Parish Council cannot be held responsible for damages, losses, expenses, demands and/or claims that may be suffered by a user of this facility.
- The Clerk may, from time to time, choose to operate a filtering system in order to monitor offensive or clearly inappropriate material and may quarantine any messages in that category.

## **6.0 Business Use**

Users are informed that email messages have the same status in law as written correspondence and are subject to the same legal implications, e.g. may be required to be disclosed in Court.

Users are required to apply the same high standards to emails as those applied to written correspondence.

Each member of the Council should have an email address dedicated to Council business. Email in boxes must be checked regularly to ascertain all correspondence within that system.

The Clerk must ensure that the Clerk's inbox is checked during times of absence due to holiday of sickness.

Discovery of an email which claims to contain a virus, or a solution to correct a previously transmitted virus, must be reported immediately to the Clerk.

All users must comply with the relevant licence terms and conditions when copying and/or downloading material.

Users accept that there is no guarantee of delivery of emails unless acceptance of delivery is requested of the recipient.

All users must comply with the GDPR 2018 regulations and Freedom of Information Act 2000 when placing personal data in message or attachments. Copying of recipients into a message should be done by BCC rather than CC for individuals outside of the Parish Council, to avoid breaching privacy regulations.

## **7.0 Inappropriate Use**

Users must not use email to abuse or inflame others or to harass or threaten anyone. Responding to abuse, harassment or threatening emails will not be accepted as an excuse for inappropriate language and/or behaviour. All email correspondence is open to scrutiny on request and should not contain personal comments or derogatory language.

Recipients of abusing or threatening emails related to the business of Council must immediately inform the Clerk or Chairman.

Users must not send emails containing obscene, abusive or profane language.

Users must not send, access, display, download, copy or circulate information containing stories, jokes or anecdotes that contain:

- Promotion of unlawful discrimination of any kind
- Promotion of racial or religious hatred

- Threats including the promotion of violence
- Fraudulent or illegal material promotion of illegal and/or unlawful acts
- Information considered to be offensive, inappropriate or disrespectful to others
- Unauthorised and copyrighted material including music.

Litton Cheney Parish Council will report to the Police all known incidents in which users intentionally send or receive emails containing pornographic or racist materials.

Users must not send, receive or disseminate proprietary data or any confidential information belonging to Litton Cheney Parish Council to or from a third party unless authorised.

### **8.0 Accidental access to inappropriate material**

If inappropriate material is accessed accidentally, users must report this immediately to the Chairman. It can then be taken into account as part of the Council's monitoring procedure.

### **9.0 Monitoring**

Serious breaches of this policy by a Council employee will amount to Gross Misconduct and may result in dismissal.

Serious breaches of this policy by councillors, members of the public or members of any organisation or company will result in legal or police action.

### **10.0 Responsible Officer**

The Clerk will be responsible for the administration of this policy on behalf of Litton Cheney Parish Council and will report breaches to the Chairman of the Council for advice about further action.

## 11.0 Document History

Version ID	Description of Change	Version Sponsor	Policy Owner	Version Creation Date	Version Approval Date	Next Review Date
1.0	Review Document	Parish Clerk	Full Council	01/07/2018	01/03/2023	09/09/2025
1.1	Format Update	Parish Clerk	Full Council	18/08/2025	09/09/2025	09/2027

Date: \_\_\_\_\_09/09/2025\_\_\_\_\_

Signature: \_\_\_\_\_*D. Hollings*\_\_\_\_\_

Role: \_\_\_\_\_Clerk/RFO\_\_\_\_\_

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Users must not send, receive or disseminate proprietary data or any confidential information belonging to Litton Cheney Parish Council to or from a third party unless authorised.

## **8.0 ACCIDENTAL ACCESS TO INAPPROPRIATE MATERIAL**

If inappropriate material is accessed accidentally, users must report this immediately to the Chairman. It can then be taken into account as part of the Council's monitoring procedure.

## **9.0 MONITORING**

Serious breaches of this policy by a Council employee will amount to gross misconduct and may result in dismissal.

Serious breaches of this policy by councillors, members of the public or members of any other organisation or company will result in legal or police action.

## **10.0 RESPONSIBLE OFFICER**

The Clerk will be responsible for the administration of this policy on behalf of Litton Cheney Parish Council and will report breaches to the Chairman of the Council for advice about further action.

Adopted by Litton Cheney Parish Council: July 2018

Date last reviewed: March 2023