

HEALEYFIELD PARISH COUNCIL



EMAIL ACCEPTABLE USE POLICY

Review Date: 26 June 2025

Next Review Due: June 2028

Email Acceptable Use Policy

1. Purpose

This policy sets out the acceptable use of email systems provided by Healeyfield Parish Council to Councillors, staff, and authorised individuals. Its aim is to ensure that email is used in a responsible, secure, and lawful manner that supports the efficient operation of the Council and protects its reputation and data.

2. Scope

This policy applies to all users of the Parish Council's email systems, including Councillors, employees, volunteers, contractors, and any third parties granted access to Council email facilities.

3. Acceptable Use

Email may be used for:

- Official Council business, communication with residents, stakeholders, and government bodies.
- Sharing of agendas, minutes, reports, and Council-related documents.
- Internal communication between Councillors and staff.
- Public service-related announcements and updates.

4. Prohibited Use

Users must not use the Council's email system to:

- Transmit any material that is illegal, defamatory, discriminatory, offensive, or obscene.
- Send or forward spam, junk mail, or chain letters.
- Disclose confidential or sensitive information without proper authority.
- Use email for personal commercial gain or political campaigning.
- Commit or facilitate any form of fraud, copyright infringement, or data breach.
- Access, download, or distribute any material that could bring the Council into disrepute.

5. Security and Data Protection

- Users must keep their email accounts secure by using strong passwords and not sharing login credentials.
- Any suspected breach of data or misuse of email must be reported immediately to the Clerk or Data Protection Officer.
- All users must adhere to the UK GDPR and Data Protection Act 2018 when handling personal data via email.
- Attachments containing personal or sensitive data must be encrypted or password protected.

6. Retention and Monitoring

- Council email communications may be subject to monitoring and review to ensure compliance with this policy and relevant laws.
- Emails are part of the Council's official records and may be retained in accordance with the Council's document retention policy.
- Emails may be disclosed under the Freedom of Information Act 2000 or in the event of a legal requirement.

7. Personal Use

- Limited personal use of email may be permitted provided it does not interfere with Council duties, incur cost, or breach this policy.
- All users are reminded that even personal emails sent from Council accounts may be subject to public disclosure or legal scrutiny.

8. Consequences of Misuse

Failure to comply with this policy may result in disciplinary action, withdrawal of email privileges, referral to law enforcement, or other appropriate measures, depending on the severity of the breach.

Chairman: _____