

EMAIL & SOCIAL MEDIA POLICY

Approved: 21st May 2019

Approved: 14th May 2024

1. All emails to other bodies and members of the public will be sent via the Clerk.
2. The Clerk and Chairman hold the password to the email account.
3. Emails with historic or useful information will be stored indefinitely. All other emails will be stored for a maximum of two years.
4. Emails stored by Members on their personal devices should only be stored for as long as the information is needed by that Member. As the Clerk is responsible for all data retention, this should only occur in exceptional circumstances.
5. Rusper Parish Council has a Facebook page. This is used to advertise Council business and consult with the public. The page is administered by the Clerk and the Member responsible for technology. Members and Employees will refrain from referring to Council matters on their personal social media accounts.