

## **Crowhurst Parish Council Email, Internet and Social Network Sites Policy**

**Applicability of Policy:** The Clerk and Councillors of Crowhurst Parish Council (CPC).

### **Email**

Any email that is sent by the Clerk or Councillors of CPC, on behalf of the Council, will be sent from their Crowhurstonline.uk email address and must be identifiable as having come from the Council. The Clerk or Councillors must not use personal email addresses to send any emails that either are or purport to be sent on behalf of the Council. The standard council disclaimer must be included as a footer on all emails sent. No email sent by the Clerk or the Councillors should contain any material of a sexist or racist nature, and should not contain junk mail, chain letters, cartoons or jokes.

The Crowhurstonline.uk email address is provided to the Clerk and Councillors for the duration of their tenure on the Council. It must not be used for the purposes of sending or receiving personal email. Once the Clerk's or a Councillor's tenure comes to an end their email address will be disabled on the email system.

If a Council Representative receives any material that is either offensive or inappropriate then this should be reported to the Clerk at the earliest opportunity so that arrangements can be made to permanently remove the content from the email system and/or servers.

All emails, sent and received, will be kept for the period as specified in the Data Retention Policy

### **Internet**

If a Councillor is using a Council owned device then they must not download any software, plug-ins, extensions, music, video or other entertainment content onto the device without first receiving clearance to do so by or via The Clerk.

Any firewall or anti-virus software or settings that are on the device must not be altered or disabled by the Councillor.

### **Social Media**

Social Media can be defined as: Websites and other online means of communication that are used by large groups of people to share information and to develop social and professional contacts.

It is not possible to define every Social Media site but popular ones include (Facebook, LinkedIn, Instagram, Twitter, WhatsApp), but the Clerk and Councillors should also be aware when using bulletin boards and club websites.

The Council does not have a Social Media presence so neither the Clerk or any Councillor should not use their personal social media account(s) to act in any manner that may lead other users of the same or related Social Media platforms to reasonably believe that they are acting on behalf of the Council without having received permission from both the Clerk and Council Chairperson.