

Astons Parish Council

E-mail policy and procedures

Introduction

1. Astons Parish Councillors use of email for Parish Council (PC) business must conform to GDPR requirements. This document provides policy and guidance.

Context

2. The GDPR Article 5 states 7 principles for processing personal data. The majority of personal data processed by Astons Parish Councillors is in email form. Conformity with GDPR principles in Article 5 requires that this data is separately identifiable from Councillors personal, business or other emails.

Astons PC policies

3. Each Councillors is asked to use an email account exclusively for PC business, opening a new account when appointed to the PC if necessary. Hotmail, Outlook, Live and Google provide free webmail. An example would be parishcouncillor[firstname]@gmail.com.
4. Emails sent in error to their personal, business or other email accounts would be forwarded to their PC accounts before being processed and deleted immediately from personal, business or other email accounts after forwarding.
5. Councillors PC business email accounts would be security protected in line with current good practice guidance:
 - a. access to PC business email account should use two factor authentication wherever feasible; this facility is available free of charge for most mainstream webmail providers;
 - b. workstations use only ethernet cable or secure WIFI connections to the Internet to communicate PC business emails and attachments;
 - c. Windows workstations are set to update and patch automatically, have local firewalls and anti-malware applications running;
 - d. PC business emails are backed up at least monthly to a separate facility, remote standalone disc or cloud storage are examples.
6. PC business emails should be deleted no more than 24 months after they were originated unless there is a case for further retention endorsed by the Astons Parish Council Data Protection Officer.

Example: All PC business emails originating in 2016 must be deleted no later than 31 December 2017.

7. Astons Parish Council is the Data Controller as defined by GDPR of personal data processed by the Council and Councillors. The Astons Parish Council Data Protection Officer is a Councillor appointed by the Council.

Denes Marffy, Astons Parish Clerk and Bruno Brunskill
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