



Lighthorne Parish Council

Policy: Data Protection

The Parish Council will, as a consequence of carrying out its obligations to serve the community, keep records of engagements with members of the community, some of which may contain personal data.

Personal data will be in the following forms:

- **E-mails to and from constituents**

These may be received and sent by any councillor, and the clerk. Such e-mails will never be shared beyond the Parish Council without the prior consent of all other parties.

Parish councillors and the clerk are required to use a distinct e-mail account solely for Parish Council business, and are each responsible for the security of such e-mails.

E-mails are retained only for as long as they may reasonably need to be referenced in support of Parish Council business.

- **E-mail addresses used for disseminating Parish Council news**

The Parish Council maintains an e-mail distribution list populated on the request of constituents, each supplying their e-mail address, and each receiving a statement outlining the terms of use. Each e-mail sent to this distribution list contains a link allowing the recipients to remove themselves from the distribution list. E-mails sent will not reveal addressee information. E-mail addresses will never be passed to third parties, and will only be used for notification of Parish Council news and business.

Minutes of meetings will not refer to individual constituents by name and so will not contain personal data.