

PIDDINGTON PARISH COUNCIL

Clerk Mrs Debbie O'Brien: piddingtonclerk@btinternet.com

Piddington Parish Council would like to be able to use email to alert residents quickly and efficiently to urgent or important matters. If you would like to subscribe to this service, please complete the form below and return it to the Clerk or to any Parish Councillor.

Data protection

- The Parish Council has notified the Information Commissioner that we will be holding personal data (ie email addresses) about individuals and we are now registered to do so.
- Data will be held and used only for specified purposes; only data that is needed for those purposes will be held; it will be kept no longer than is necessary.
- Individuals have the right to access any personal data held about them. A fee of no more than £10 may be charged to cover administrative costs of providing it, such as photocopying and postage.

The protocol under which the Parish Council looks after your data follows this form.

The Parish Council will continue to distribute printed information, such as entries in the Parish Magazine, and to post notices on the notice boards.

Name

Address

.....

Telephone

Email

Please use the email address provided to alert me to urgent or important matters

Signature

Please note:

- The form **must be signed**, so we regret you cannot return it by email.
- You can only subscribe **on your own behalf**, and not on behalf of someone else, even if they are members of the same household.

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Protocol for dissemination of information to the community via email

Collection, storage and maintenance of the distribution list

- The service, and how to join it, will be promoted periodically to residents using the Parish Magazine, Piddington Parish Pump, the village website and from time to time a signing up form distributed with the Parish Magazine. Forms will be available at suitable community events and as far as possible a form will be given to new residents.
- Completed forms will be passed to the person currently operating the system for data entry, then returned to the Clerk for filing.
- The distribution list will be securely held as an encrypted database or spreadsheet by the operator on a CD/DVD or memory stick. It will not be merged with any other database of personal data, including mobile phone or email address books, and will not be printed. The CD/DVD or memory stick will be removed from the computer after use.
- Each record will contain the date it was placed on the database. Dates of successive changes to the record will be entered.
- If a resident indicates they wish to discontinue the service, their email address will be removed, but the record will not be deleted. The date this is done will be recorded
- The list will be backed up regularly as a matter of routine and specifically after any change is made. The backup will be encrypted and to a standalone device.
- Email addresses collected in this way will not be released to anyone outside PPC and will not be used by PPC for any frivolous purpose.

Selection of material for dissemination

- Only material from official sources will be selected, along with information that PPC itself wishes to disseminate.
- Only material directly relevant to PPC's responsibilities and activities will be selected.
- Normally the operator will judge material's suitability. If he/she is any doubt other councillors must be consulted.

The emails

- Only those residents who have given their email addresses to PPC expressly for this service will be sent the emails.

- Every email will contain an “unsubscribe” button.
- The operator will use a “no reply” email address to send the emails. Recipients should be directed usually to the Clerk or, exceptionally, to an individual councillor, if they require further information.
- Emails will always be sent as blind copies (Bcc).

Record keeping

- The operator will establish and keep up to date a chronological file of dated hard copies of every email sent as part of this service, with email addresses removed.
- The file will be inspected periodically by PPC and will be available for inspection by residents at the annual Open Meeting.
- The paper copies of the signing up forms will be stored by the Clerk.

General good practice

- To cover in case of illness and holiday a second operator, au fait with the system, will also hold the database of email addresses. This will have the additional benefit of acting as an off-site backup. When the service returns to the regular operator the record of emails sent should be brought up to date.
- Both operators must use a computer that has security software installed and up to date.
- Neither email addresses nor emails with addresses will be stored electronically and in particular will not be stored on the Cloud.
- Data handling will be bound by UK law, ie the service will be operated from a UK-hosted provider.
- PPC will review the service annually at the April meeting and consider whether modifications or enhancements should be made and whether safeguards are adequate.