



Email Usage Policy Policí Devnydh Ebost		CPC-P-GDPRP
		Version 1
Effective 25.03.2026	Review by 25.03.2027	Page 1 of 1

## 1. Purpose Mynnas

This policy is to ensure email is used:

- professionally;
- securely; and
- in compliance with legal obligations.

## 2. Official email use Devnydh ebost sodhogel

Parish Council business should be conducted via official email accounts only.

Emails sent or received are Parish Council records.

## 3. Acceptable use Devnydh kemeradow

Users must:

- use clear and professional language;
- avoid offensive or inappropriate content; and
- not use email for personal or political campaigning.

## 4. Security Sekerder

Users must:

- not open suspicious attachments or links;
- verify bank detail changes independently (fraud prevention); and
- use strong passwords.

## 5. Retention Gwith

Important emails must be saved into Parish Council records.

Emails are subject to Freedom of Information requests.

## 6. Confidentiality Kelyfydhyans

Users must:

- not forward confidential information without authority; and
- use care when sending emails to multiple recipients.

## 7. Personal data Manlyon privedh

Personal data must be handled in line with the Data Protection Policy.

Use blind carbon copies (BCC) where appropriate to keep contacts confidential.

## 8. Misuse Tebeldyghtyans

Improper use of email may result in:

- withdrawal of access; and
- formal action (where appropriate).

## 9. Review Daswel

This Policy will be reviewed:

- annually; or
- following changes in legislation or guidance.