

# Walberswick Parish Council

## Draft Correspondence Policy Statement

- 1) The Parish Clerk is the nominated single point of contact for all correspondence from the General Public, both by email and post
  
- 2) Only the Clerk or the Chairman are authorised to issue correspondence or Press Releases on behalf of the Council as a whole.
  
- 3) Replies to correspondence received will come from the Clerk or the Chairman. Other Councillors may be requested by the Clerk or Chairman to handle correspondence from time to time, particularly when associated with their specific areas of responsibility within the council (e.g. Litter, Footpaths, DPO, etc) as specified on the Parish Council website
  
- 4) All correspondence will be handled in accordance with the Data Protection Act, The Freedom of Information Act and the relevant General Data Protection Regulations
  
- 5) All correspondence is covered by the following Walberswick Parish Council policies, which may be viewed on the Walberswick Parish Council website:
  - a. Privacy Policy – Residents & General Public
  - b. Data Protection & Information Security Policy
  
- 6) All correspondence will be responded to by email unless the sender has no email facility.