

Walberswick Parish Council
Correspondence Policy – Adopted September 2018

Proposed for re-adoption March 2026

A GDPR impact assessment was carried out on this policy in March 2026 and no further action was required

- 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 Chair~~man~~ are authorised to issue correspondence or Press Releases on behalf of the Council as a whole, **unless delegated to do so by specific resolution of the Council**. Press Releases will be shared with all other Councillors, for information, before being issued
- 3) Replies to correspondence received will come from the Clerk or the Chair~~man~~. Other Councillors may be requested by the Clerk or Chair~~man~~ 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 **or by delegation via specific resolution of the Council**
- 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.