

WALBERSWICK PARISH COUNCIL

**Policy for dealing with the Press and other Media – adopted
November 2018,**

Re-adopted unchanged May 2025

Proposed Changes Sept 2026

**A GDPR impact assessment has been carried out on this policy (September 2026)
and no further action was required**

1. This policy is to guide Councillors and employees in their relations with the news/social media.
2. Where media-related items occur in other WPC policies, those other policies shall take precedence. This policy is intended to cover those policy areas not covered by other WPC policies
3. Statements to the press or other media on behalf of the Council as a whole shall only be made by the Chair or Clerk. Press Releases will be shared with all other Councillors, for information, before being issued.
4. Statements to the press or other media on behalf of the Council by other councillors shall be by specific delegation only, with such delegations being recorded in the relevant minutes and renewed (if not time limited as part of the delegation) at a minimum of annually at the Annual Meeting of the Parish Council and without such renewal shall fall away.
5. The Council shall allow reasonable access to news media organisations and shall respond expeditiously to their requests for information.
6. When dealing with news media organisations, Councillors and employees should ensure that when making comments they are aware of relevant Council policies and the Council's position on the matter and ensure that their comments reflect those policies and position.
7. Councillors and employees must not disclose information that is of a confidential nature. This includes any item which has been discussed as a confidential item on the Council's agenda. An exception to this is that an employee may disclose information if required to do so pursuant to the Data Protection Act 1998, the Freedom of Information Act 2000, the Environmental Information Regulations 2004 or any requirements under GDPR.
8. Councillors have an obligation to respect Council policy, once made. Thus Councillors should be careful about expressing individual views to the news media. Whilst a Councillor may make it clear that they disagree with a policy, they should not seek to undermine a decision through news/social media.