

Walberswick Parish Council
Correspondence Policy – Adopted 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 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. Other Councillors may be requested by the Clerk or Chair 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.