

# St Dominic Parish Council

## **PROTOCOL FOR DEALING WITH CORRESPONDENCE FROM MEMBERS OF THE PUBLIC**

St Dominic Parish Council is committed to equal opportunities policy and practice and will ensure that all correspondence received will be treated equally, fairly and transparently, regardless of whether this is received in advance or at a meeting.

St Dominic Parish Council also has a duty under the GDPR guidelines to protect the privacy of individual correspondents unless authorised otherwise.

Therefore the following will apply:

- For correspondence received before the agenda and papers are published on the website, the Clerk will redact any identifying information before circulating to Members. Letters/emails will then be posted on the website as part of the papers for the meeting in accordance with the Transparency Code.
- Applying the same principles to correspondence received between publication of the agenda and the start of a meeting, the Clerk will make all reasonable efforts to redact, circulate and publish correspondence received after publication of the agenda.
- Where correspondence is presented at a meeting, the Clerk will report the contents of the letter, redacting any identifying information.
- Where the Parish Council wishes to specifically refer to an individual correspondent, the Clerk will contact the correspondent and seek consent and confirm the purpose for which information will be used. This consent must be expressly given and generic consent will not be accepted.
- Any correspondence received will be kept securely by the Clerk, acting as the Data Protection Officer for the Parish Council, and correspondents' personal and identifying details will not be shared with any other parties.
- As soon as appropriate all correspondence will be securely destroyed.

For information, anonymous correspondence will not be accepted and will be destroyed on receipt.

*Linda Coles*

*Clerk to St Dominic Parish Council*

*Dated 20<sup>th</sup> October 2018*