

Correspondence Policy

Bramfield and Thorington Parish Council (B&TC)

Reviewed and Adopted January 2024

- 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. 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 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. Highways)

- 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 Bramfield & Thorington Parish Council policies, which may be viewed on the Bramfield & Thorington 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.