**Email**

The *Local Government Act 1972 sch 12 (10) (2)* requires the proper officer of the council to send to each member of the council or committee a summons to attend meetings of the parish council or the committee at least three clear days before the meeting. The summons must be left at or sent by post to the member’s usual place of residence. This has been amended by the *Local Government (Electronic Communications) (England) Order 2015, SI 2015/5.* The summons may now be sent to every member ‘by an appropriate method’, which includes by email to any member who has consented and has provided an address.

As a member of council, you will be expected to have an appropriately named email address available for council business. You will also be expected to give consent for the email address to be used for council business.

Some councils will provide and manage an email address may be provided by council. It may take the form of a cllrasmith@anywhere-pc.gov.uk address or use another platform or provider. If this is the case, your council should have its own policies relating to appropriate use.

If council asks you to provide your own email address, this should be

* secure
* used solely for parish council business
* not an existing personal or business address
* not shared with anyone else including members of your family
* not accessible by anyone else

**File sharing**

You will be expected to receive and read a great many documents relating to council business. Many councils use filesharing platforms eg Dropbox, One Drive, Sharepoint, Teams. You will be expected to use this through your council email address and in line with council policies.

**Edith Weston Parish Council**

**Consent form for electronic communications**

Councillor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | ✓ |
| I consent to communicating with Edith Weston Parish Council and its officers and members by email using the email address specified above. I understand that officers of the Council will contact me by email for the purpose of carrying out parish council business. |  |
| I consent to this email address being shared with other people associated with Edith Weston Parish Council. |  |
| I consent to this email address being published on Edith Weston Parish Council website as a means of contacting me. |  |
| I consent to the sharing of documents related to parish council business using the email address above via an appropriate cloud-based file-sharing platform. |  |

|  |  |
| --- | --- |
| I confirm that I will use no other email address while carrying out parish council business. |  |
| I confirm that the email address above is used solely for parish council business and is separate to any other email address held for personal, employment or other use. |  |
| I confirm that the address above is not accessible by anybody else including members of my family. |  |
| I understand that documents and emails held within this email address may be required for disclosure in the event of a Freedom of Information request. |  |
| I confirm that on my ceasing to be a member of Edith Weston Parish Council that this address will be securely closed. |  |
| I confirm that on my ceasing to be a member of Edith Weston Parish Council that all documents held by me in connection with my role as a member will be securely deleted or destroyed. |  |

Councillor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email addresses, along with all other personal information held by Edith Weston Parish Council will be kept in accordance with the published Privacy Notices. You can read these on the Council’s website