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| **Meeting Type**: Full Council | **Agenda Item:** |
| **Date of Meeting:** 12 March2025 |  |
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| **OAKHAM TOWN COUNCIL** | |
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| **Report Author:** Cllr Paul Ainsley | **Subject:** Updates to Council Policies |
| **Title:** Councillors Email and OTC Communication Policies | |
| **Strategic Aims:** To ensure compliance with FOIA and GDPR and update our Communication Policy | |
| **Details:**  **New - Councillors Email Policy**  Adopt a policy that outlines best practices for email use in accordance with the Freedom of Information Act 2000 (FOIA) and General Data Protection Regulation (GDPR) The FOIA allows the public to request information from the council, which must be managed in compliance with GDPR.  As data controllers, councils must ensure the confidentiality, integrity, and availability of all personal data  It should be noted that using personal email accounts for council business complicates compliance with these regulations and increases the risk of data breaches and the risk of lost data as regular backups cannot be enforced.  **Update - Communication Policy**  Additional sections:   * Communications with Oakham Town Council Staff; * Positive Communication Approach for Staff; * Oakham Town Council Communication Response Times * Oakham Town Council Communication Protocol   Changes   * Renaming of Twitter to 𝕏 | |
| **Proposal:**   1. That council adopts the **‘Councillors Email Policy’** to ensure compliance with data protection laws, reduce the risk of data breaches, and facilitate the management of freedom of information requests. 2. That council adopts the updated **‘Communication Policy’** | |

For completion by the office

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| *Budget Header:* | N/A | | | | |
| *Proposed Expenditure* | *£0* | *Initial Budget* |  | *Unbilled Expenditure* |  |
| *Budget Remaining* |  | *Time Sensitive (Y/N)* |  | *Expiry Date* |  |