

# MURTON PARISH COUNCIL

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## PROPOSAL FOR ELECTRONIC MAILING LIST

The Parish Council currently uses the [www.murton.org.uk](http://www.murton.org.uk) website and four parish noticeboards to publicise meetings. In recent years there has been an informal electronic mailing list available to the PC which has been maintained by a resident. This is a voluntary activity and residents have provided their contact details to the list administrator who has forwarded information to subscribers as and when this has been possible.

The proposal is that Murton Parish Council creates an electronic mailing list so that essential parish business can be publicised more widely.

This proposal raises issues regarding:

- Data protection compliance
- Management of the mailing list
- An additional task to be added to the Parish Clerk' duties.

### General Data Protection Regulations (GDPR)

The PC is registered with the Information Commissioner's Office (ICO) and is compliant with GDPR. The GDPR policy and associated documents are available on the PC website, [www.murton.org.uk](http://www.murton.org.uk)

Collection of individuals' e-mail names and addresses involves the processing of personal data. The PC must ensure that data is:

- PROCESSED FAIRLY AND LAWFULLY - This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.
- PROCESSED FOR SPECIFIED PURPOSES ONLY
- RELEVANT TO WHAT IT IS NEEDED FOR - Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- ACCURATE AND KEPT UP TO DATE - Personal data should be accurate, if it is not it should be corrected.
- NOT KEPT LONGER THAN IT IS NEEDED
- IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS - This means that individuals must be informed, upon request, of all the information held about them.
- KEPT SECURELY - This means that only staff and Councillors can access the data, it should be stored securely so it cannot be accessed by members of the public.

### Management of the Mailing List

The proposal is that individuals will contact the Clerk and ask to be added to the list. The Clerk proposes that:

A separate e-mail address be used to create and maintain the mailing list eg [mailinglist@murton.org.uk](mailto:mailinglist@murton.org.uk)

- On receipt of a request to be added to the list, the Clerk will send an acknowledgement and information about data protection and consent to hold the personal data.
- The individual will be asked to confirm their consent for the PC to hold their personal data by replying to the e-mail, eg

**FROM CLERK TO INDIVIDUAL (from mailinglist@murton.org.uk)**

Thank you for your e-mail asking to be included on the Murton Parish Council e-mailing list.

The Parish Council is committed to the safe handling and storage of personal data and aims to be compliant with the General Data Protection Regulations. Full details of the Parish Council's data protection policy are available here: [www.murton.org.uk/parish-council/governance](http://www.murton.org.uk/parish-council/governance)

Your name and e-mail address will not be added to the mailing list until you confirm that you agree to your name and e-mail address (ie personal data) being held by Murton Parish Council.

In order to be added to the Murton Parish Council e-mailing list please reply to this e-mail including your full name and e-mail address.

You can ask for your details to be removed from the mailing list at any time by contacting the Parish Clerk on [mailinglist@murton.org.uk](mailto:mailinglist@murton.org.uk).

Regards

*June*

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- The Clerk will then add the individual's e-mail address to the mailing list.

### Parish Clerk's Role Description

The maintenance of the proposed e-mailing list will be an additional task to be added to the Clerk's Role description. The Clerk will monitor the task of the setting up and maintaining the mailing list, and report back to the PC at the next meeting.