

Cardinham Parish Council Email Protocol

1. The Cardinham Parish Council's email system must only be used for official Council business
2. Individual Councillor email accounts must remain personal, not shared and protected by a strong password of at least 12 characters with a mix of upper and lower case, numbers and special characters
3. All emails sent should be factual and polite to comply with the Council's Code of Conduct
4. All emails sent should be copied to the Parish Clerk, and if urgent or important also to the Chairman
5. No emails sent or received should be deleted from Councillors' email accounts to preserve historic records in case they are required in the future
6. The Parish Clerk will have access to all Councillors' email accounts if required to assist with Freedom of Information requests, complaints or disciplinary action
7. All emails will be retained by the Council when Councillors resign or retire from Office as the historic record for future use if required

Cardinham Parish Council 17 February 2026

Date Adopted	February 2026
Minute Ref	026/26
Review Date	February 2028