Use of Councillor Email Addresses

The Kempley Parish Council purchases a Web Domain from Ionos, the Webmail Login can be found at: https://mail.ionos.co.uk/

Email addresses will be set up for all serving councillors in the following format:

[firstname.surname@kempleyparishcouncil.org](mailto:Firstname.Surname@kempleyparishcouncil.org)

Councillors will be encouraged to use their Council email addresses for all Council business and to check their inbox regularly, however if they prefer, a private email address may be used instead. The preferred email address will be agreed with the Parish Clerk.

Council email addresses may be publicly advertised on websites, noticeboards and social media. Private email addresses will not be advertised or shared unless by specific agreement.

Any councillor who receives correspondence from a member of the public will forward the email received to their fellow councillors and to the clerk unless it is of a personal or sensitive nature.

* This guidance of use of Parish Council email addresses will be appended to the Council’s Standing Orders.
* Councillors will consider their General Data Protection Regulation (GDPR) responsibilities under The Data Protection Act 2018 when carrying out any email communication.