



Bedlinog and Trelewis Community Council – Email Policy

Date	Approved By	Version	Notes
10/04/2025	Full Council	V1.0	Approved

1. Purpose

This policy sets out the standards and expectations for the appropriate use of email communications by members, staff, and representatives of Bedlinog and Trelewis Community Council (BTCC). It is designed to ensure professional, transparent, and secure communications that maintain public trust and good governance.

2. Scope

This policy applies to all Council members, employees, contractors, and volunteers who use email to conduct Council business.

3. General Principles

- All emails sent on behalf of BTCC must be professional in tone and content.
- Emails must not contain offensive, discriminatory, or inappropriate material.
- Council emails should be clear, concise, and used for official purposes only.
- All correspondence is subject to the Freedom of Information Act and may be disclosed upon request.



4. Use of Official Email Accounts

- Council business must be conducted using designated Council email addresses where provided.
- Personal email accounts should not be used for Council communications to ensure accountability and data protection compliance.

5. Email Confidentiality

- Confidential or sensitive information must only be shared with those who have a legitimate need to know.

6. Use of Blind Carbon Copy (BCC)

The use of Blind Carbon Copy (BCC) in email communications is generally discouraged, except in specific circumstances as outlined below:

6.1 When BCC is Permitted

- BCC may be used when emailing large groups (e.g., newsletters) to protect recipients' email addresses.
- BCC is permitted only if the sender clearly states at the beginning of the email who has been blind copied and why (e.g., "This email has also been blind copied to the Clerk for record-keeping purposes").

6.2 Why BCC Is Generally Not Allowed

- Transparency: BTCC values openness and accountability. BCC can create a perception of secrecy and may undermine trust between Council members and with the public.
- Good Governance: Blind copying can lead to confusion about who has received information and can exclude relevant individuals from necessary follow-up discussions.
- Suspicion: BCC may be viewed as underhanded or deceptive, potentially damaging relationships within the Council and eroding public confidence.
- Data Integrity: In the event of disputes or investigations, undisclosed recipients can complicate efforts to establish a clear record of communication.



7. Data Protection and Records Management

- Emails relating to Council business form part of the official record and should be stored appropriately.
- Emails no longer required for operational purposes should be deleted in line with the Council's retention schedule.

8. Misuse and Breaches

- Any misuse of email, including inappropriate use of BCC, may result in disciplinary action in accordance with the Council's Code of Conduct and relevant policies.

9. Review

This policy will be reviewed annually or as required to ensure it remains up to date with best practices and legal requirements.