**Cawood Parish Council Website Policy & Procedures**

The purpose of this document is to define the responsibilities and management of the Cawood Parish Council website: cawoodvillage.org.uk.

This includes content, maintenance and our commitment to data protection.

It was designed and built by parishcouncilwebsites.org. And populated by the Parish Council. The company also hosts the website, with annual hosting and URL costs paid from the PC budget. Cawood Parish Council complies with the General Data Protection Regulation (GDPR). The website does not collect personal data from visitors to its pages.

Planning application details are limited to the relevant Selby District Council planning application reference number and information provided by them as shown in the minutes. A link from the Parish Council website to Selby District Council ensures visitors can explore specifics in more detail from the main planning application site. Planning application reference numbers and information remain online as part of the minutes, which are then archived.

Members of the public attending a Parish Council meeting are not named in the minutes as attendees. No personal information about themselves or others mentioned as part of their attendance, is published on the website unless it is highly relevant to the matter under discussion and approved verbally, or in writing, by the individuals concerned.

The Parish Council website is not a community newsletter and doesn’t take editorial contributions. Website content is updated regularly with an annual review of the entire site undertaken each March.

Parish Council documents will be archived annually unless the content is on-going and remains relevant. Archived content is accessible from the site, but should visitors have difficulties locating a specific report or paper, they should contact the Clerk in the first instance. News items will usually be deleted online, unless the content remains relevant. Highways Notices are reviewed regularly.

Public Rights of Way Information, maps etc. are permanent documents on the website but will be updated should new information be available.

Photographs will be credited on the site, where possible, unless the photographer requests their name is omitted. Please email the Clerk or contact one of the Councillors if you have a contribution to a gallery.

Concerns about the website, or corrections to published material, should be raised with the Clerk immediately.

Cawood Parish Council is registered with the Information Commissioners Office (ICO) - reference number A8463863.

Agreed date August 2019

Review date August 2020