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 Cawood 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).

1 The website does not collect personal data from visitors to its pages.

2 Planning application details are limited to the relevant Selby District Council planning application reference number and information provided by them on their Public Access pages 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 later archived.

3 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.

4 The Parish Council website is not a community newsletter and doesn’t take editorial contributions.

5 Website content is updated regularly with an annual data review of the public access areas on the site undertaken.

6 The Parish Council is not responsible for the content of any links to other sites.

7 Parish Council documents may be archived but remain accessible from the site. Should visitors have difficulties locating a specific report or paper, they should contact the Clerk in the first instance.

8 News items (“posts”) will usually be deleted online, unless the content remains relevant.

9 Some maps etc. are permanent documents on the website but will be updated should new information become available.

10 Photographs will be credited on the site, where possible, unless the photographer requests their name is omitted. The majority of the photographs will be the copyright of the site administrator.

Please email the Clerk or contact one of the Councillors if you have a contribution to a gallery.

11 Concerns about the website, or corrections to published material, should be raised with the Clerk:

cawood.pclerk@gmail.com

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

Agreed date August 2019

Reviewed date December 2021

Next review December 2023