

e-mail: clerk@uptonbishppc.org

[Name]

[Address]

20th May 2021

Press and Media policy

Purpose of the Policy

The purpose of this policy is to set out the procedure for dealing with media enquiries. The Parish Council welcomes the opportunity to talk to the media and understands that it plays an important role in the democratic process. The media can be a useful conduit for promoting the Parish Council and a good working relationship should be formed.

Contact with the media

The Chairman or Vice Chairman, in consultation with the Clerk (particularly if the issue is, or is likely to be, subject to legal proceedings) should be the main point of contact for approaches from the media. All statements made must reflect the Parish Council's opinion. The Clerk must always submit letters on behalf of the Parish Council, for publication by newspapers or other media.

Dealing with enquiries

If anyone other than the Chairman/Vice Chairman is approached regarding a media enquiry that person should not make a comment or be drawn into conversation. A holding statement should be made, and the Councillor should try to find out what the call is about. The person concerned should pass on details to the Chairman/Vice Chairman. The Chairman/Vice Chairman should gather his/her thoughts and make note before making a comment to the media. A comment should not be made "off the record" or should "no comment" be used as this can sound suspicious. It must be made clear whether the points expressed are the Councillor's own or those of the Parish Council. Issues must be presented clearly, fairly and as simply as possible.

Press Release

A press release should be no longer than 2 sides of A4. The most important aspects should come first followed by other points in order of descending importance. The Parish Council contact details should be at the end of the press release.

Apart from briefings about future matters, all press releases should answer the following questions:-

- What happened? (What will happen?)
- Where has it happened? (Where will it happen?)
- Why has it happened? (Why is it happening?)
- When has it happened? (When will it happen?)
- How has it happened?

The press release must be presented in an easy to read format. All press releases should be reviewed by a legal representative from HALC.

Information routinely available

The Parish Council has produced a Publication Scheme, which sets out what information is available to the public and where to get it. Agendas, reports and minutes will be available at least 3 clear days before a full Parish Council or Committee meeting on request to the Clerk. The Parish Council reserves the right to withhold certain sensitive information, for example concerning commercial transactions, legal advice or personal information about staff. Confidential documents, exempt Minutes, reports, papers and private correspondence must not be leaked to the live media. When the media wish to discuss an issue that is, or is likely to be subject to legal proceedings, the Clerk must be consulted and advice sought if necessary.

If a Councillor wishes to make a statement in his or her own right as a local resident, it must be made clear that the opinions given are their own and not those of the Parish Council. Councillors must not sign letters/statements using the title „Parish Councillor“. If a Councillor is approached by the media because of their role as a Parish Councillor, he/she must refer them to the Chairman/Vice Chairman.

Document control

Revision number	1.2	Written by	Parish Clerk
Last approved by the Parish Council	See Policies Index		

[Postcode]

[Date]

Dear [Data subject]

Data Protection subject access request

Thank you for your letter of [date] making a data subject access request for [subject]. To answer your request we asked the following to search their records for personal data relating to you:

- [List who was asked]

I am pleased to enclose [some/most] of the personal data you requested. [If any personal data has been removed] We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that [if there are gaps in the document] parts of the document(s) have been blacked out. [OR if there are fewer documents enclose] I have not enclosed all of the personal data you requested. This is because [explain why it is exempt].

With regard to the personal data you requested further information is set out below:-

- (a) Purposes of the processing;
- (b) Categories of personal data concerned;
- (c) Recipients or categories of recipients to whom personal data has been or will be disclosed.
- (d) The envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- (e) You have the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- (f) You have the right to lodge a complaint with the Information Commissioners Office ("ICO");
- (g) The source of the data;

The personal data you have been given belongs to the Council (or to.....) . Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely

Clerk to Upton Bishop Parish Council

Rev. 2.1	
Last approved by the Parish Council	See Policies Index
Date for next review	As per Administration Calendar