

SELLING PARISH COUNCIL

Correspondence Policy

Date adopted: 15th July 2021

Minute reference: 07.21.11

All correspondence should be addressed to the Clerk. By email to: clerk@sellingparishcouncil.gov.uk or by post to: The Clerk, 19 New Creek Road, Faversham, ME13 7BU

Correspondence will be acknowledged or responded to within 3 working days. The personal information you provide, such as name, address, email address, phone number will be processed and stored so that it is possible to contact you and respond to your correspondence.

Your personal information may be shared with Parish Councillors, where appropriate¹, but will be not shared or provided to any other third party without your prior consent.

Your communication will be kept to deal with your enquiry and then removed from the Parish Council records at the earliest convenience.

¹ NALC LTN1 Councils Powers to Discharge their Functions. 26 The Need to Know. Councillors do not have a 'need to know' all aspects of council's business and cannot claim an automatic right to see all council documentation and information. In other words, councillors are not permitted a fishing expedition in respect of council documentation and information simply because they are councillors.