

### ***Mailing lists.***

We have two mailing lists:

1. GPCC members (elected, nominated and co-opted)
2. Ex-officio members of GPCC.

Agreement of members for their data to be stored is implicit in their willingness to stand and/or the nature of their job.

### ***Use of email and email addresses.***

All GPCC members must take care not to disclose third-party email addresses, for example by forwarding an email "thread", and should use BCC (blind copy) where anyone is included who is not a GPCC member or ex-officio member.

### ***Members of the Public.***

When Members of the Public contact the GPCC, it is normally to deal with a self-contained topic. The name is not added to a mailing list, but might need to be used to forward a query to other people.

Any response to an unsolicited enquiry will have the following or a similar disclaimer:

*"Grange Prestonfield Community Council keeps records of emails received: these records are not public and your name will not be added to a mailing list. However, we might have to give your email address to a third party to make progress on your query. Please contact us if you do not wish this to happen."*

### ***Record keeping and information dissemination.***

Information from CEC is usually on topics in the public domain like local development plans, or specific policies e.g. parking or bin collection. Members will keep specific emails from council officials and relevant responses on any item of concern, and copy them to the Secretary for back up, using the **secretary** email address not the personal email of the current incumbent.

GPCC's sub-group, Friends of Newington Cemetery (FNC), has more complex issues in its interface with the general public in dealing with the families of lair owners. It therefore has its own Statement and Privacy Policy on the FNC website <[www.newington-cemetery.org.uk](http://www.newington-cemetery.org.uk)>.

### ***GPCC formal record keeping.***

Paper copies of all agendas/minutes/reports/attendance sheets are filed by the Secretary. Agendas, minutes and some reports are also posted on our website, and copied to the City of Edinburgh Council. Any relevant correspondence received by GPCC and not circulated by email is physically circulated to the GPCC each meeting, box-filed by GPCC year, and kept by the incumbent secretary.

### ***Annual Review.***

The GPCC Data Protection Policy will be reviewed annually.