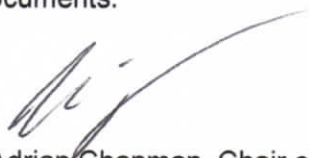


## **Brilley Parish Council Relations with Press/Media Policy**

Adopted by Brilley Council on 9 July 2019

1. This policy document sets out the procedure for dealing with enquires from the press or media.
2. If a Councillor receives an enquiry from the press or media, he should contact the Chair, or in his absence the Vice Chair, and the Clerk immediately, without making any comment or response to the person enquiring.
3. If the Clerk receives an enquiry from the press or media, she should contact the Chair, or in his absence the Vice Chair, immediately, without making any comment or response to the person enquiring.
4. The Clerk will advise the Chair, or in his absence the Vice Chair, of a response in line with good practice, the Code of Conduct and the General Data Protection Regulation (GDPR).
5. Any documents relating to the enquiry that contain personal data will be retained only by the Clerk, who will ensure such documents are then destroyed in line with the Parish Council's GDPR policies and documents.

Signed:



Adrian Chapman, Chair of Brilley Parish Council

Date: 9 July 2019