

NPC Website Policy & Procedures

The purpose of this document is to define the responsibilities and management of the Nettleton Parish Council (NPC) website: nettleton-pc.gov.uk. This includes content, maintenance and NPC's commitment to data protection.

Overall responsibility lies with the NPC Chair, supported by the Clerk and the councillor responsible for communication.

The website was funded through a UK Government grant aimed at improving the transparency of public information. It was designed and built by parishcouncilwebsites.org. The company also hosts the website, with annual hosting and URL costs paid from the NPC budget.

NPC complies with the General Data Protection Regulation (GDPR) and is registered with the Information Commissioners Office (ICO) - reference number A8304042.

The website does not collect personal data from visitors to its pages, although the small files known as "cookies" which visitors are asked to accept when they visit the site, do enable NPC to monitor usage and page popularity. This helps NPC establish what is working well and what learning's it can take forward as the site develops.

Visitors emailing the Clerk direct from the website can be assured their personal data is not shared on the site, with third parties or with others - beyond those needing the information as part of their NPC duties - unless specific permission has been granted in the message. And once the correspondence has ceased, personal data is deleted from the Clerk's inbox and any other councillor inboxes involved in the emails.

Planning application details are limited to the relevant village and Wiltshire Council planning application reference number. A link from the NPC website to Wiltshire Council ensures visitors can explore specifics in more detail from the main planning application site.

Members of the public attending an NPC meeting are named in the minutes as attendees. But, 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.

The NPC website is not a community newsletter and doesn't take editorial contributions.

Website content is updated on a monthly basis, as a target within 10 working days of each NPC meeting, with an annual review of the entire site undertaken each January.

NPC documents are archived after one year, unless the content is on-going and remains relevant. Archived content is accessible from the site, but should visitors have difficulties locating a specific report or paper, they should contact the Clerk in the first instance.

News items will be deleted after one month online, unless the content remains relevant. This also applies to Highways Notices. Planning application reference numbers are listed by month and village and remain online for a year. Public Rights of Way Information and Parish History are permanent documents on the website but will be updated should new information be available.

Photographs will be credited on the site, unless the photographer requests their name is omitted. No images of children aged under-18, or vulnerable adults will be featured without written permission from their parent or guardian.

NPC cannot pay for photographs, but welcomes the opportunity to showcase local images in its Featured Gallery. Please email the Clerk or contact one of the councillors if you have a contribution.

Complaints about the website, or corrections to published material, should be raised with the Clerk immediately. The Chair and the communications councillor will assess the complaint and respond within 10 working days – unless exceptional personal circumstances prevent a timely response.

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