

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

Adopted by Marden Council on 9 September 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/she should contact the Chair, or in his/her 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, he/she should contact the Chair, or in his/her absence the Vice Chair, immediately, without making any comment or response to the person enquiring.
4. If the enquiry is via the telephone the individual receiving the call should ascertain the name of the caller, his/her interest and associated business/company together with a contact telephone number.
5. The Clerk will advise the Chair, or in his/her absence the Vice Chair, of a response in line with good practice, the Code of Conduct and the General Data Protection Regulation (GDPR).
6. 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.

Review by: October 2020

Signed:

Date:

Chair of Marden Parish Council