

Turnpike Field Working Group

Communications Policy

Objective.

To establish clear, easy to use, channels of communication between the Turnpike Field Working Group (TFWG) and members of the local community.

The TFWG aims to provide information on using and developing the field and to encourage comment from interested individuals and groups.

A list of TFWG members is available on our website:

<http://tfra.audlem.org>

TFWG Meetings

Meetings are held as deemed necessary by the working group members or as otherwise required. The dates of the meetings are posted on the AudlemOnline Turnpike Field website and on the Parish Council Noticeboard. The venue for meetings is normally the Town Hall.

The agenda for the next meeting is posted on our website.

During any TFWG meeting members of the community are welcome to attend and raise any matter of concern, make relevant comments, or simply to attend the meeting.

Minutes of meetings are published on the website a few days after each meeting.

Correspondence

Communication ideally should be in written form, either by email or letter. Any letters relating to the TFWG should be addressed to the Parish Clerk. Emails can be sent to:- turnpikefield2018@gmail.com

Letters to the Parish Clerk will be acknowledged within seven days of receipt, unless the clerk is on annual leave. If email is used then an acknowledgment will be sent by email as soon as possible.

Social Media

Currently only the local website, AudlemOnline is used for posting articles.

All articles will be issued through the TFWG or the Parish Council after being checked with the members of the group before publication.

The TFWG will not respond to enquiries or comments made via social media (including AudlemOnline's Chatbox). Should a member of the community wish to raise an issue regarding the field they should communicate directly as outlined above.

General Data Protection Regulation

The TFWG will take all necessary and reasonable steps to protect the personal data and privacy of members of the community who provide any information to the group.

The TFWG GMail email account uses the maximum security measures made available by Google, namely a strong password with 2-Step Verification. Audlem Parish Council have numerous relevant policies that are GDPR related:- Internal Privacy Notice; General Privacy Notice; Freedom of Information Policy; Document Retention and Management Policy; Privacy Policy; Data Audit Questionnaire; Subject Access Request Policy and Model Publication Scheme. You can find all of these policies on the Parish Council website.
<http://audlempc.audlem.org>