



WEBSITE ADMINISTRATION POLICY

1. Purpose

The Parish Council website is an official communication channel of Good Easter Parish Council.

This policy sets out the responsibilities, roles, and limits for a single nominated Councillor and the Clerk with administrative access to the website.

2. Responsibility

- The Parish Council remains the Data Controller for all information published on the website.
 - The Clerk is the primary administrator and retains overall responsibility for the content, compliance, and security of the website.
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3. Appointment of Deputy Website Administrator

- The Parish Council may appoint a Deputy Website Administrator from among its councillors to assist with routine website updates.
 - The appointment must be approved by Council resolution and recorded in the minutes.
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4. Duties of the Deputy Website Administrator

The Deputy Website Administrator **may**:

- Update news items
- Load news items
- Delete news items

The Deputy Website Administrator **must not**:

- Publish draft, confidential, or exempt information
- Upload personal data beyond what is approved for publication
- Post political, personal, or opinion-based content

5. Compliance

All website administrators must:

- Comply with Data Protection legislation (GDPR)
 - Follow the Parish Council's adopted policies
 - Work under the guidance and oversight of the Clerk
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6. Access

- Access rights may be revoked immediately if the councillor ceases to hold office or if the Council resolves to do so.
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7. Records

- This policy will be reviewed periodically and any changes approved by resolution of the Council.
 - A copy of the signed policy will be retained by the Clerk and uploaded to the website for transparency.
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8. Approval

This policy was approved by Good Easter Parish Council on 29th January 2026

and Leila Balin was appointed as Deputy Website Administrator under this policy.

Signed:

 (Clerk)

 (Deputy Website Administrator)