

# Hollesley Grapevine – Rules and Guidelines

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## Our promise to you:

- No SPAM - we will send out a maximum one email per week except in the case of urgency such as:
  - road closures,
  - thefts or vandalism
  - bad weather / school closures
  - Lost / found pets
- We are registered with the ICO and are bound by data protection legislation. We will not retain your email address unless you give us your permission
- We WILL NOT share your email address or details with any other organisation
- All emails will be sent “blind” - i.e. other recipients will not be able to see your email address
- We endeavour to include submitted items (within the guidelines below) but reserve the right to edit items to ensure brevity

*To unsubscribe please simply follow the link at the bottom of the page on each Grapevine email*

## Items can be included, by anyone, for the following reasons:

- Requesting views or feedback from village residents by a stated deadline - for example feedback on a planning application
- Asking for volunteers for village events or committees
- Advertising all village / community events provided that they are charitable in nature (MacMillan Coffee Morning) or organised by a committee (the WI)
- Items that are “free to a good home” such as a glut of runner beans or furniture items no longer wanted
- Lost / found property
- Police warnings regarding scams or local incidents

## Items that WILL NOT be included:

- Personal viewpoints or complaints: we cannot arbitrate in personal disputes
- Criticism of matters that are beyond the remit of the Hollesley Parish Council - for example decisions made by the District and County Councils or other authorities.
- Items for sale or profit
- Reminders for business events where income is made or fees are charged
- Personal criticisms or communications that are offensive in any way

## To include an item on the GRAPEVINE please email

### [hollesleyparishclerk@gmail.com](mailto:hollesleyparishclerk@gmail.com):

- Make sure that you include your name along with your email address and if appropriate a contact telephone (for example to book tickets for an event)
- Set out your view / item in a clear and easily understood way
- Ensure that the item is relevant to the village / community
- Include relevant dates, times and locations for any event
- Young people are encouraged to include items but those under the age of 17 will be asked to supply a supporting email from a parent/guardian as a safeguard

*Judi Hallett*

Clerk to Hollesley Parish Council, February 2016