Bugle Bulletin – Rules and Guidelines

# 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 Bugle Bulletin 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 Bucklesham 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 Bugle Bulletin please email buckleshampc@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 18 will be asked to supply a supporting email from a parent/guardian as a safeguard

Judi Hallett

Bucklesham Parish Council, January 2021