



Assertion 10

- 1. Digital Security & Email: Mandatory use of council-owned domain email addresses rather than personal emails.**

The Parish Council has a .gov domain and all staff and Councillors are issued with a parish council email address. GDPR training annually reinforces the need to only use this account for Council business.

- 2. Website Accessibility: Websites must meet WCAG 2.2 AA standards and display an up-to-date accessibility statement.**

The Council has reviewed its website for compliance with WCAG 2.2AA guidance and updated its Accessibility Statement.

- 3. Data Protection Compliance: Active management of data, including data audits, risk assessments, and adherence to UK GDPR and the Data Protection Act 2018.**

The Council employs the services of Maureen Chaffe of Processmatters2 as External Data Protection Officer whose role is:

- to inform and advise about obligations to comply with the GDPR and other data protection laws.
- to monitor compliance with the GDPR and other data protection laws.
- to raise awareness of data protection issues, initial training of all staff and conducting one internal audit per annum.
- to advise on, and to monitor, data protection impact assessments.
- to cooperate with the supervisory authority; and
- to be a point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc).

The Council has a suite of policies which are updated annually and staff and Councillors undertake annual GDPR training.

A data audit has been undertaken and a data retention schedule and Privacy Policy created.

A Privacy Impact Assessment is mandated for all new projects which involve the collection of data. These are signed off by the External Data Protection Officer and any necessary amendments to the Privacy Policy and Retention Schedules are made.

A clear audit trail demonstrating proactive management of digital and data risk is provided by the IT support company and accessible upon request by the External DPO.

4. IT & Governance Policies: Adoption of specific policies, including a Data Protection Policy and an IT Policy regulating the use of equipment, to reduce cyber risks.

The Council has an IT Security Policy which is signed by all staff and Councillors. The IT supplier provides a layered security model.

5. Transparency Code: : Ongoing compliance with the Local Government Transparency Code 2015 is required, particularly for councils with expenditure exceeding £25,000.

The Parish Council has a Publication Scheme which sets out the classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information. The Council uses the parish council website to make most of this information available.

The Parish Council publishes the financial information required of it under the Transparency Code.