

# Assertion 10 Alburgh PC-Digital and data compliance

## Email

Alburgh PC has two generic email addresses that are hosted on a council owned domain:

[Parish-council@alburgh.org.uk](mailto:Parish-council@alburgh.org.uk) & [clerk@alburgh-pc.gov.uk](mailto:clerk@alburgh-pc.gov.uk)

We no longer email documents out to councillors. Meeting documents are uploaded to the website. In the future we are looking to get councillor individual email accounts set up but we understand this is not yet a requirement.

## Website & Digital Content accessibility

The website is hosted on a PC owned domain. [www.alburgh.org.uk](http://www.alburgh.org.uk)

An accessibility statement has been added to the website in the footer area of all pages. We have run and test the site using WAVE web accessibility evaluation tools.

We make sure that all documents are created from an accessible Word document. We apply any headings using the Word style gallery. Tables are used as a minimum.

Descriptions are added to images. Documents are saved as an accessible PDF (PDF/A format)

## Freedom of Information (FOI) and Transparency

We have published on the website the publication scheme which includes the schedule of charges as well as the guide to information from the ICO.

We meet the Transparency requirements for a smaller authority up to £25K as we publish details of all expenditure over £100 within our minutes. The website has details of our councillor names and if roles exist such as Chair and vice chair. There are no other defined roles. Councillors have all also signed data protection and GDPR statements.

Draft minutes are published within a month as are agenda and meeting papers.

## Data Protection (GDPR)

We handle data in line with the data protection principles and the clerk is fully trained and versed in GDPR matters. Councillors are aware of their obligations and have signed data protection advice paperwork.

A data audit has been completed.

A data protection policy is in place

Councillors are aware

We are registered with the ICO and have a standing order set up for annual payment

## IT Policy

The SAPP model policy has been adopted and amended by the PC.