

Aldbury Parish Council: DRAFT Compliance Plan for AGAR Assertion 10 (2025/26)

This document outlines the actions Aldbury Parish Council must take to ensure compliance with Assertion 10 – Digital and Data Compliance – in the 2025/26 Annual Governance and Accountability Return (AGAR).

1. Council-Owned Domain and Email Management

- Transition all council communications to a domain owned by the council (e.g. @aldburyparishcouncil.gov.uk or .org.uk).
- Free email services (e.g. Gmail, Outlook) are not compliant due to lack of control, security, and authenticity.
- Deadline: Before 31 March 2026.

Status: Complete

2. IT Policy

- Adopt a formal IT Policy covering:
 - - Acceptable use of IT equipment
 - - Data storage and backup
 - - Password and access control
 - - Cybersecurity measures
- Review annually or when significant changes occur.

Status: Appendix A has a very simple draft IT policy document for the council to adopt.

3. Website Accessibility

- Ensure the council website complies with WCAG 2.2 AA accessibility standards.
- Conduct an accessibility audit and publish an accessibility statement.

Status: I've checked our website against the required accessibility standards. Appendix B is a summary of the findings.

Appendix C is a draft statement we need to adopt to comply with accessibility requirements
Appendix D is a draft statement we need to adopt for data protection standards (see 4. below).

4. Data Protection Compliance

- Demonstrate compliance with UK GDPR, Data Protection Act 2018, and Freedom of Information Act 2000.
- Maintain a Data Protection Policy and Record of Processing Activities (ROPA).
- Conduct a Data Audit and appoint a Data Protection Officer if required.

18/09/2025

Aldbury Parish Council

Draft Compliance plan for AGAR assertion 10

5. Staff and Councillor Training

- Provide regular, documented training on data protection, cybersecurity, and FOI/SARs.
- Training should be at least annual or when new members join.

Status: Identify suitable training courses.

6. Risk Assessment

- Include digital and data risks in the council's risk register.
- Examples: data breaches, loss of access to email or website, inadequate backup procedures.

Status: Risk review to be completed once points 1 – 5 are adopted.

7. Policy Review and Evidence

- Ensure all relevant policies are up to date, formally adopted, minuted, and published where appropriate.

8. Optional Support

- Await NALC Assertion 10 toolkit (expected Oct/Nov 2025).
- Consider attending Finance Fest or other training events.

Appendix A: Draft IT and Data Protection Policy

This policy sets out the principles for the use of information technology and data protection within Aldbury Parish Council.

Purpose: To ensure secure, lawful, and effective use of IT systems and data.

Scope: Applies to all councillors, staff, and contractors.

Email: All official communication must use the council-owned domain.

Data Protection: The Council will comply with UK GDPR and the Data Protection Act 2018.

Access Control: Passwords must be strong and changed regularly.

Backup: Data will be backed up regularly and stored securely.

Training: All users will receive regular training on data protection and IT security.

Review: This policy will be reviewed annually.

Appendix B: Website Compliance Audit Summary

Following a review of the Aldbury Parish Council website (<https://aldburyparishcouncil.gov.uk/>), the following observations were made in relation to AGAR Assertion 10 compliance:

1. 1. Accessibility Compliance:
 - - No visible Accessibility Statement.
 - - No evidence of accessibility tools or audit.
2. 2. Data Protection and Privacy:
 - - No Privacy Policy or Cookie Notice found.
3. 3. Policy Transparency:
 - - No published IT Policy or Data Protection Policy.
4. 4. Domain Ownership:
 - - Domain is compliant (.gov.uk).

Appendix C: Accessibility Statement Template

This website is run by Aldbury Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- - Change colours, contrast levels and fonts
 - - Zoom in up to 300% without the text spilling off the screen
 - - Navigate most of the website using just a keyboard
 - - Navigate most of the website using speech recognition software
- Listen to most of the website using a screen reader

We've also made the website text as simple as possible to understand. If you have difficulty using this website, please contact the Parish Clerk at parishclerk@aldburyparish.org.uk.

We are currently working to improve the accessibility of this website and aim to be fully compliant with WCAG 2.2 AA standards by March 2026.

18/09/2025

Aldbury Parish Council

Draft Compliance plan for AGAR assertion 10

Appendix D: Privacy Policy Template

Aldbury Parish Council is committed to protecting your privacy. This policy explains how we use any personal information we collect about you when you use this website.

5. What information do we collect about you?

- - Name, email address, and any other details you provide via contact forms.

6. How will we use the information?

- - To respond to enquiries and provide council services.
- - To comply with legal obligations.

7. Your rights:

- - You have the right to request a copy of the information we hold about you.
- - You may ask us to correct or remove information you think is inaccurate.

8. Cookies:

- - This website may use cookies to improve user experience. You can set your browser not to accept cookies.

9. Contact:

- - Please contact the Parish Clerk at parishclerk@aldburyparish.org.uk for any data protection queries.