

Assertion 10 – Digital and Data Compliance Checklist

Financial Year: 2025/26

Prepared by: Clare Fox - Clerk and RFO

Date: 27 February 2026

Item 15 - Appendix L

Section A: Email Management & Digital Communications

(Practitioners' Guide refs 1.47)

Item	Requirement	Evidence / Notes (inc. Minute References)	Yes / No
A1	Council has a generic email account hosted on a council-owned domain	Authority email domain in use (e.g. clerk@tuxfordtowncouncil.gov.uk) – October 2019	Yes
A2	Council business is not conducted via personal email accounts	Members instructed to use authority email only for council business. <i>RESOLVED:</i> 17 July 2025. Minute Ref: FC064	Yes
A3	Council resolved to create .gov.uk email addresses for all councillors	Resolution to create individual councillor .gov.uk email accounts. <i>RESOLVED:</i> Full Council 22 January 2026, Minute Ref: FC138	Yes
A4	Implementation timetable for councillor email addresses agreed	Implementation agreed: go-live May 2026. Approved to go live once the current provider contract expires, Minute Ref: FC – to be confirmed	Yes (pending implementation)

Section B: Website Legal & Accessibility Compliance

(Practitioners' Guide refs 1.48–1.50)

Item	Requirement	Evidence / Notes (inc. Minute References)	Yes / No
B1	Website meets statutory legal requirements regardless of domain	Council accepted responsibility for website legal compliance. <i>Noted</i> by Council 19 March 2026, Minute Ref: FC177	Yes
B2	Website complies with WCAG 2.2 AA	Accessibility compliance reviewed on 19 March 2025 and is due to be reviewed March 2026. Review noted on 19 March 2026, Minute Ref: FC177	Yes
B3	Compliance with Public Sector Bodies Accessibility Regulations 2018	Regulations acknowledged, reviewed on 19 March 2025 and is due to be reviewed March 2026 and applied. <i>Confirmed</i> 19 March 2026, Minute Ref: FC177	Yes
B4	Accessibility Statement published	Accessibility Statement approved and published on 19 March 2025 and is due to be reviewed March 2026. <i>RESOLVED</i> : 19 March 2026 Minute Ref: FC177	Yes
B5	FOI Act 2000 publication requirements met	FOI publication scheme reviewed. Review <i>noted</i> 17 April 2025, Minute Ref: FC011	Yes
B6	Transparency Code for Smaller Authorities complied with	Required documents published on website Compliance confirmed 19 March 2026, Minute Ref: FC177	Yes

Section C: Data Protection & Information Governance

(Practitioners' Guide refs 1.51–1.53)

Item	Requirement	Evidence / Notes (inc. Minute References)	Yes / No
C1	Compliance with UK GDPR 2016	GDPR policy reviewed and adopted. <i>RESOLVED</i> : 18 September 2025, Minute Ref: FC078	Yes
C2	Compliance with Data Protection Act 2018	DPA 2018 compliance confirmed. <i>Noted</i> 18 September 2025, Minute Ref: FC078	Yes
C3	Council recognised as Data Controller and Data Processor	Status recorded within GDPR documentation. <i>Confirmed</i> 18 September 2025, Minute Ref: FC078	Yes
C4	Personal data processed in line with data protection principles	Data protection principles acknowledged and applied. <i>Noted</i> 18 September 2025, Minute Ref: FC078	Yes
C5	Privacy notices published and reviewed	Privacy notices reviewed and approved. <i>RESOLVED</i> 18 September 2025, Minute Ref: FC078	Yes

Section D: IT Policy & Secure Use of Systems

(Practitioners' Guide ref 1.54)

Item	Requirement	Evidence / Notes (inc. Minute References)	Yes / No
D1	Council has a formal IT Policy	IT Policy adopted/reviewed. <i>RESOLVED</i> : 17 July 2025, Minute Ref: FC064	Yes
D2	IT Policy applies to clerks, councillors, and staff	Scope confirmed by Council. <i>Noted</i> 17 July 2025, Minute Ref: FC064	Yes
D3	IT Policy covers authority-owned and personal equipment	Use of personal devices addressed. <i>Confirmed</i> 17 July 2025, Minute Ref: FC064	Yes
D4	Secure handling of passwords and systems	Security requirements included within IT Policy. <i>Approved</i> 17 July 2025, Minute Ref: FC064	Yes

Section E: Approval & Governance

(Practitioners' Guide ref 1.55)

Item	Requirement	Evidence / Notes (inc. Minute References)	Yes / No
E1	Annual Governance Statement approved by resolution	Approved by Full Council prior to Section 2. Meeting 17 April 2025, Minute Ref: FC010	Yes
E2	Approval formally minuted	Resolution clearly recorded in minutes. Minute Ref: 17 April 2025 FC010	Yes
E3	AGS signed and dated by Chair and Clerk	Signed following approval. Date signed: 17 April 2025	Yes

Reviewer Confirmation

Name	Role	Signature	Date
Joan Moorhouse	Chair of Council	Approved policy – original signed copy available to view at the town council office	19/03/2026
Clare Fox	Clerk / RFO	Approved policy – original signed copy available to view at the town council office	19/03/2026

Notes / Actions

- Assertion 10 compliance reviewed by Full Council 19 March 2026, Minute Ref **FC177**
- Migration to councillor .gov.uk email addresses approved by Council, implementation scheduled May 2026.
- Website accessibility, FOI, Transparency Code, GDPR, DPA 2018, and IT arrangements documented and published.
 - This checklist provides clear audit evidence to support a “Yes” response to Assertion 10.