

Assertion 10 – IT & Data Management Compliance Statement (2025/26)

The Council has reviewed its arrangements against Assertion 10 of the Annual Governance Statement (AGAR 2025/26) and confirms that appropriate and proportionate measures are in place to support effective IT and data management in line with Proper Practices.

1. Email Management

The Council operates a generic, authority-owned email account hosted on a council-controlled domain: clerk@orchardsandmargaretmarsh-pc.gov.uk

- Councillors use separate email accounts dedicated to council business
- All official correspondence is managed within controlled systems to support security, continuity, and auditability.

2. Website & Accessibility

The Council maintains a public website: <http://www.orchardsandmargaretmarsh-pc.gov.uk/>

- Used to publish statutory information and council documentation.
- Accessibility statement is in place
- Ongoing review towards WCAG 2.2 AA compliance (supported by Vision ICT).

3. Transparency & Freedom of Information

The Council complies with the Freedom of Information Act 2000 and the Transparency Code:

- ICO Guide to Information in place and Publication Scheme adopted
- Required documents published on the website

4. IT Policy

The IT Policy will be adopted at the 2026-27 PC AGM and will govern the secure use of systems and data, including use of council accounts and systems, data handling and storage, use of personal devices (where applicable), security and access controls

5. Practical IT & Data Controls

The Council has implemented proportionate controls appropriate for a smaller authority, including:

- Council-managed email and document systems
- Dedicated council laptop (separating council and personal data)
- Microsoft 365 / OneDrive for secure storage and backup
- Restricted access to financial and governance records

Conclusion

The Council considers that it has met the requirements of Assertion 10 for 2025/26.

Where improvements are ongoing (e.g. website accessibility), these are recognised and being addressed as part of continuous improvement.

Area	Status	Evidence
Email management	Compliant	Council email
Website accessibility	Ongoing	Accessibility statement
FOI / Transparency	Compliant	FOI Policy and publication scheme
GDPR	Compliant	Data protection policy
IT Policy	Compliant	To be adopted May 2026