

Meeting Assertion 10 requirements

To warrant a positive response to Assertion 10, the authority needs to have taken the following actions:

Email management

1.47 Email management — Every authority must have a generic email account hosted on an authority owned domain, for example *clerk@abcparishcouncil.gov.uk* or *clerk@abcparishcouncil.org.uk* rather than *abcparishclerk@gmail.com* or *abcparishclerk@outlook.com*.

Resources to support compliance:

- [Parish and town council email addresses](#)
- [Preparing to move to a gov.uk domain](#)
- [Parish Council Domains Helper Service - FAQs](#)

Website accessibility

1.48 — All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 — All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).

Resources to support compliance:

- The Good Councillor's Guide to Website Accessibility (coming soon)

Freedom of Information and transparency

1.50 All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency Code for Smaller Authorities](#) (where applicable).

Parish, town and community councils are required under the Freedom of Information Act 2000 to adopt and maintain an approved publication scheme. Councils should adopt the ICO's [Model Publication Scheme](#) and make it available to the public. The ICO also provides guide-to-information templates tailored for parish, town and community councils, which complement, but don't replace the scheme. In practice, councils should have both.

Resources to support compliance:

- [Freedom of Information](#)

- [Model Publication Scheme](#)
- [Template guide to information – Parish and town councils \(England\)](#)
- [Template guide to information – Community and town councils \(Wales\)](#)
- [Canllaw templed i wybodaeth – Cyngorau Cymuned/Tref \(Cymru\)](#)
- [Transparency Code](#)

Data Protection and GDPR

1.51 All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.

Resources to support compliance:

- [Data Protection Roadmap](#)

IT Policy

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Resources to support compliance:

- [IT Policy](#)