



Partington
Parish Council

PARTINGTON PARISH COUNCIL

IT POLICY, GDPR POLICIES including ASSERTION 10

Action Plan

1. IT & DIGITAL SECURITY POLICY

This policy ensures compliance with AGAR Assertion 10 and sets out how Partington Parish Council manages IT systems securely.

Key Requirements

- All councillors must use official gov.uk email addresses
- Zoho Mail must be used for all council communications
- MFA must be enabled on all systems
- No council data stored on personal devices

2. System Controls (Zoho Mail)

- All users must use council email accounts
- MFA must be enabled
- Shared inboxes controlled by Clerk
- Password resets managed centrally

3. GDPR & DATA PROTECTION POLICY (NALC COMPLIANT)

Partington Parish Council complies with UK GDPR and Data Protection Act 2018. The Council is committed to protecting personal data and ensuring it is processed lawfully, fairly, and transparently.

Key Principles

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality

Data Handling

- Personal data must only be used for council purposes
- Data must be stored securely
- Access restricted to authorised persons
- Breaches must be reported immediately

4. Assertion 10 Action Plan

Control Area	Action Required	Responsible	Status
Email Compliance	Ensure all Cllrs use gov.uk email	Clerk	Ongoing
System Security	Enable MFA on all accounts	Clerk	Complete
Data Protection	Ensure GDPR compliance	Clerk	Ongoing
Data Storage	Remove data from personal devices	All	In Progress
Audit Trail	Ensure all decisions recorded	Clerk	Ongoing

5. IT Risk Register

Risk	Impact	Likelihood	Control Measures	Risk Level
Cyber attack	High	Medium	MFA, antivirus, backups	HIGH
Data breach	High	Low	Access controls, GDPR compliance	MEDIUM
Loss of device	Medium	Medium	Password protection, reporting	MEDIUM
Email misuse	Medium	Medium	Gov email enforcement	MEDIUM

This policy was adopted by *Partington Parish Council* at a meeting of the

6th May 2026, Item 6