



BIRCHINGTON PARISH COUNCIL

AGAR ASSERTION 10 – Digital and Data Compliance

BACKGROUND:

This is a new assertion introduced in the 2025 NALC/SLCC Practitioner's Guide for smaller authorities. It applies to the AGAR (Annual Governance and Accountability Return) for the financial year 01.04.2025 – 31.03.2026.

WHAT IT MEANS:

Councils are now required to demonstrate compliance to digital matters such as GDPR.

In order to be able to place a tick in the AGAR Assertion 10 box Birchingdon Parish Council will need to demonstrate:

- that we have a .gov.uk domain name and that all officers and members of the council are using generic .gov.uk email addresses to conduct Parish Council business
- that our website meets the Web Content Accessibility Guidelines (WCAG) 2.2AA and must include published documentation as specified in the Freedom of Information Act 2000 and Transparency Code for Smaller Authorities.
- that the council processes personal data with care and in line with the principles of data protection
- that the council has an IT policy in place that explains how we conduct authority business in a secure and legal way when using IT equipment and software. This applies to authority owned and personal equipment.

OUR CURRENT STATUS:

Birchingdon Parish Council already has a .gov.uk domain name in place and officers and members have .gov.uk email addresses.

The Parish Council has budget in place to replace our website this year and this is a project that is due to start shortly. The Clerk attended a KALC WCAG 2.2AA webinar on 27.08.2025 which gave an overview of website content in terms of documentation. Our current website provider has been contacted and has confirmed that our website was delivered to the standard at the time of delivery, and that we can run tests on our published content since that date to assess our compliance and make any changes necessary.

The Parish Council has a GDPR policy in place. This policy will need to be reviewed to make sure that it is current and we will need to perform a data audit.

The Parish Council does not currently have specific IT policy in place.

TO SUMMARISE:

In order to demonstrate compliance with Assertion 10 the following actions need to be taken:

- a review of the documentation on our current website
- a review of policies
- a data audit
- creation of an IT policy

Jane Bevan

Parish Clerk / RFO

September 1st 2025