

Edwinstowe Parish Council

Assertion 10 – Audit 2025-26

What Assertion 10 Actually Requires

Assertion 10 is a new governance requirement introduced in the 2025 Practitioners' Guide and appears in the Annual Governance Statement (AGAR) from 2025/26 onwards.

It focuses on digital governance, data protection, and website compliance.

Typical areas auditors expect councils to demonstrate include:

Digital governance

- Council-owned email domain – Edwinstowe have a Parish Council owned domain edwinstowe-pc.gov.uk
- No routine use of personal email accounts – All public correspondence is through the clerk, administrator or the chair e-mail addresses.
- Secure IT practices – An IT Policy was agreed in March 2026

Policies

- Formal IT Policy adopted by council – Adopted March 2026
- Data protection / GDPR policy – Adopted May 2025

Data protection compliance

- Evidence of GDPR awareness and procedures – All staff have carried out GDPR and data protection training in 2025
- Data audit or understanding of data held – see below

Website and transparency

- Website meeting WCAG accessibility standards – Updated Accessibility statement below
- Required documents published – Documents published on the website
- Accessible contact information – clerk's e-mail address

Training

- Basic data protection awareness for those handling personal data – All staff carried out data protection training in 2024

The new requirement does not create new laws, but it requires councils to prove they are managing digital and data risks properly.

Accessibility Statement

Note to Councillors – Accessibility Statement Update

The accessibility statement for the Edwinstowe Parish Council website has been updated below to ensure it aligns with the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

These regulations require all public sector websites, including parish councils, to publish a clear accessibility statement explaining how accessible their website is, what issues exist, and how users can request information in alternative formats.

The previous statement contains some outdated information and did not fully follow the recommended structure issued by the Government Digital Service. The revised version updates this information, clarifies the website's compliance with the Web Content Accessibility Guidelines 2.1 Level AA standard, and ensures the council meets current legal guidance.

This update helps demonstrate the council's commitment to accessibility and reduces the risk of complaints regarding website accessibility.

Updated Accessibility Statement

This accessibility statement applies to the Edwinstowe Parish Council website:
<https://edwinstowe-pc.gov.uk/>

This website is run by Edwinstowe Parish Council. We want as many people as possible to be able to use this website.

For example, that means users should be able to:

- change colours, contrast levels and fonts
- zoom in up to 400% without text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including recent versions of JAWS screen reader, NVDA screen reader and VoiceOver)

We have also tried to make the website text as simple as possible to understand. AbilityNet has advice on making your device easier to use if you have a disability.

How accessible is the website

We know some parts of this website are not fully accessible.

For example:

- when increasing the font size some items may overflow and become harder to read
- some forms may not provide clear error messages
- some third-party forms may not fully meet accessibility standards
- some document attachments are not clearly written
- some graphics and documents may have poor colour contrast
- some images may not have alternative text descriptions
- some buttons may not be correctly identified by assistive technologies
- some documents published on the website (including PDF, Word or Excel files) may not be fully accessible We are working to improve the accessibility of these areas over time.

How to request content in an accessible format

If you need information on this website in a different format, please contact:

theclerk@edwinstowe-pc.gov.uk

Please include:

- the web address (URL) of the content
- your name and email address
- the format you need (for example large print, accessible PDF, audio recording, or braille)

We will consider your request and aim to respond as soon as possible.

Reporting accessibility problems with this website

We are always looking to improve the accessibility of this website.

If you find any problems not listed on this page or think we are not meeting accessibility requirements, please contact:

theclerk@edwinstowe-pc.gov.uk

Enforcement procedure

If you contact us about an accessibility issue and are not satisfied with our response, you can contact the Equality Advisory and Support Service (EASS) for advice.

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the accessibility regulations.

Technical information about this website's accessibility

Edwinstowe Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance status

This website is partially compliant with the Web Content Accessibility Guidelines 2.1 Level AA standard due to the non-compliances listed above.

Content that is not within the scope of the accessibility regulations

PDFs and other documents

Some older PDF documents published before 23 September 2018 may not be fully accessible.

The accessibility regulations do not require us to fix these documents unless they are essential for providing our services.

Where possible, we aim to provide new documents in accessible formats and replace older documents with accessible web pages.

Live video

Live video streams are exempt from meeting accessibility regulations, so we do not currently provide captions for live video content.

Preparation of this accessibility statement

This statement was prepared in March 2026.

The website was last reviewed for accessibility in March 2026 using a self-assessment approach and automated accessibility checking tools.

This statement will be reviewed periodically and updated where necessary.

Edwinstowe Parish Council

Data Audit 2026

This document identifies the main types of personal data held by the council, why it is held, where it is stored, and who has access to it.

1. Councillor Information

Data Held	Purpose	Storage	Access
Names, contact details, register of interests	Council governance and statutory requirements	Council website and council records	Clerk/Administrator and public (where legally required)

Notes: Certain information is published in accordance with the council's legal obligations.

2. Correspondence with Residents

Data Held	Purpose	Storage	Access
Names, email addresses and details of enquiries or complaints	Responding to resident enquiries and council matters	Clerk/Administrator email account and council files	Clerk/Administrator

Retention: kept only as long as necessary to resolve the matter

3. Planning Consultation Responses

Data Held	Purpose	Storage	Access
Names and contact details where provided by residents	Responding to planning consultations	Clerk/Administrator email account and council files	Clerk and councillors if required

4. Financial Records

Data Held	Purpose	Storage	Access
Names and contact details of suppliers or contractors	Payment of invoices and financial management	Accounting records and bank records	Clerk and authorised councillors

5. Website Contact Form / Email Contact

Data Held	Purpose	Storage	Access
Names, email addresses, message content	Responding to enquiries	Council email system	Clerk/Administrator

6. Employment Records (If Applicable)

Data Held	Purpose	Storage	Access
Employee name, contact details, payroll information	Administration of employment and payroll	Secure council records	Clerk

Data Security Measures

Edwinstowe Parish Council stores data using the following safeguards:

- Password protected devices and email accounts
- Restricted access to council records
- Secure storage of financial and governance documents
- Data shared only where necessary for council business

Data Retention

The council retains information only for as long as necessary to fulfil its statutory functions or legal obligations.

Where possible, records are managed in accordance with recognised retention guidance for local councils.

Responsibility

The Clerk to the Council is responsible for the day-to-day management of personal data held by the council and ensuring compliance with relevant legislation including:

- UK General Data Protection Regulation
- Data Protection Act 2018

Adopted by Full Council 13.05.26 Minute Reference 26/007