

## **Explanation for answering ‘No’ to Assertion 10 on the Annual Governance Statement**

**Name of smaller authority:** Settle Town Council

**County:** North Yorkshire

“where the authority has answered ‘No’ to any assertions on Section 1, a detailed explanation of the reasons (NB: these must also be published with the AGAR)”

*10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. **Answer:** No*

### **Practitioners’ Guide 2025 – Assertion 10 Digital and data compliance**

1.47 Email management: Staff and Councillors all have a generic .gov email address.

1.48 The Council meets the legal requirements for its existing website.

1.49 The Council’s website meets the accessibility guidelines and accessibility regulations.

1.50 The Council’s website includes published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities.

1.51 The Council follows the General Data Protection Regulation GDPR 2016 and the Data Protection Act DPA 2018. Staff and Councillors have attended data protection training.

1.52 *All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection. **The Council needs to review and amend its data and document retention policy. A full data audit is outstanding. The Council is working with Breakthrough Communications to carry out a full data audit and health check of the data it currently holds.***

1.53 The Council is classified as both a Data Controller and a Data Processor.

1.54 The Council has an IT policy