

Assertion 10, introduced in the 2025 Practitioners' Guide mandates parish councils to comply with digital and data governance requirements, ensuring proper email management, website accessibility, and adherence to data protection laws.

Overview of Assertion 10

Assertion 10 is a new requirement for parish and town councils in the UK, effective from the 2025/2026 financial year. It focuses on digital and data compliance, requiring councils to demonstrate that they have appropriate governance frameworks in place for their digital presence and data protection practices. This assertion is crucial for ensuring that councils meet their obligations while protecting residents' data and providing accessible digital services.

Key Requirements of Assertion 10

1. Email Management: Council must use email addresses on domains they own and control (e.g., clerk@parishcouncil.gov.uk) instead of free services like Gmail or Outlook. This ensures professional communication standards and proper data governance.

Itchingfield Parish Council meets this requirement.

2. Website Compliance: Council websites must meet the Web Content Accessibility Guidelines (WCAG) 2.2 AA standards. This includes having a current Accessibility Statement and ensuring that all required documents are published and accessible to the public.

Itchingfield Parish Council meets this requirement.

3. Data Protection Compliance: Councils must comply with the UK GDPR and the Data Protection Act 2018. This involves understanding all personal data processed, implementing security measures, and providing appropriate training for staff and councillors.

Itchingfield Parish Council meets this requirement.

4. IT Policy: Councils are encouraged to adopt a formal IT policy that covers email, data security, personal device use, and breach response.

Itchingfield Parish Council adopted an IT Policy on the 18th May 2026.