

**Dunkerton & Tunley Parish Council's Annual Governance Report 2025 2026**  
**Supporting Report**

**Assertion 10** - We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

This assertion was introduced at very short notice. Therefore Dunkerton & Tunley Council has spent the financial year 2025 2026 working on the areas required. However this work is not yet finalised. Progress is reported later in this document.

The Practitioners Guide 2025 2026 states that to warrant a positive response to this assertion, the authority needs to have taken the following actions:

Email management - every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com.

All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used. All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

## **Actions that Dunkerton & Tunley are taking to address these requirements**

Email management - every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com.

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**Dunkerton & Tunley has selected Parish Online as their chosen supplier for setting up a new website that uses the gov.uk domain with associated emails that meet the requirements of Assertion 10. The work on this new website will commence early in the financial year 2026 2027.**

All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

**This already undertaken with the updated Model Publication Scheme being published on the website recently.**

All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

**The parish council complies in these areas but to ensure continuing compliance an updated data asset register has been completed and the majority of councillors have undertaken external training in Data Protection and Freedom of Information in the financial year 2025 2026. Also at every meeting these requirements have been on the agenda as part of the parish council's reporting on its efforts to meet the requirements of Assertion 10. In addition the parish council has recently introduced a new Freedom of Information Policy.**

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**A new IT policy has been introduced.**

Kathryn Manchee  
Parish Council Clerk, 26 May 2026