



## GRAFHAM PARISH COUNCIL

Parish Clerk: Lisa Hazel

Chair: Mr I Gardener, 5 Haycraft Close, Grafham

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### Digital & IT Governance Statement

#### 1. Purpose

This Digital & IT Governance Statement summarises how the Council ensures appropriate, proportionate, and lawful management of digital information, data protection, records, and information technology in support of its statutory duties and public accountability.

This statement is intended to provide clear assurance to councillors, residents, auditors, and regulators that suitable governance arrangements are in place.

#### 2. Scope

This statement applies to:

- All councillors and council officers
- All council-owned or council-used digital systems, devices, email accounts, websites, and cloud services
- All electronic records and personal data processed by or on behalf of the Council

#### 3. Governance Framework

Rather than maintaining a single detailed IT policy, the Council achieves compliance through an integrated set of adopted policies and procedures, including:

- Data Protection Policy
- Privacy Notice
- Freedom of Information (FOI) Policy
- Document Retention Policy
- Social Media Policy
- Website Accessibility Statement
- Filming and Recording at Meetings Policy
- Information & Cyber Security Policy
- Data Breach Response Procedure

Together, these provide the Council's framework for lawful processing, transparency, records management, and public communication.

#### 4. Roles and Responsibilities

##### Council

- Formally adopts and reviews relevant policies.
- Provides strategic oversight of digital governance and compliance.

##### Clerk / Responsible Officer

- Acts as day-to-day lead for data protection, records management, and IT administration.

- Maintains secure systems, access controls, and backups.
- Coordinates responses to FOI requests, Subject Access Requests, and data incidents.
- Reports significant risks or breaches to the Council and, where required, to the Information Commissioner's Office (ICO).

#### **Councillors**

- Use council-approved communication channels for council business.
- Protect personal data and confidential information.
- Report suspected data breaches or cyber incidents promptly to the Clerk.

## 5. Cyber Security and System Controls

The Council applies proportionate, good-practice security measures appropriate to a parish council environment, including:

- Use of secure council email services and strong passwords.
- Multi-factor authentication where available.
- Regular software and device security updates.
- Secure backup of digital records.
- Controlled access to council data and systems.

These controls are kept under periodic review in line with recognised public-sector guidance.

## 6. Records and Information Management

Digital records are managed in accordance with the Council's Document Retention Policy and relevant legislation, including:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Environmental Information Regulations 2004

Retention periods apply equally to electronic documents, emails, and scanned records.

## 7. Transparency and Public Access

The Council supports openness and accessibility through:

- Publication of required information on the Council website.
- Lawful handling of FOI and information requests.
- Compliance with website accessibility requirements.
- Clear privacy information for residents and service users.

## 8. Incident and Breach Management

Any suspected:

- Data breach
- Cyber-security incident
- Loss of council device or information

must be reported immediately to the Clerk.

Incidents will be assessed and, where legally required, reported to the ICO within statutory timescales.

## 9. Review and Assurance

- This statement will be reviewed at least every three years, unless legislation, statutory guidance, or material changes to council operations require an earlier review.
- Evidence of review and policy adoption will be recorded in Council minutes.
- The Council will follow proportional governance appropriate to its size, resources, and statutory role.

## 10. Adoption

This policy was approved at the Parish Council meeting of 3<sup>rd</sup> March 2026 and adopted with immediate effect.

Next review: March 2029