

Meeting of the General Purposes Committee

Monday 8 June 2026

Agenda Item 7.1

TO NOTE UPDATES IN RELATION TO DATA PROTECTION ACT 2018

1.0 Summary

- 1.1 As part of the Annual Governance Annual Return for the year ending 31 March 2026, Assertion 10, requires compliance with digital and data compliance.
- 1.2 Uckfield Town Council has been making improvements and strengthening its compliance with both Web accessibility requirements and information governance over the past few months, and wishes to update members on the progress made to date.

2.0 Action taken

2.1

AGAR requirements	Description	Action taken
Email management	Every authority must have a generic email account hosted on an authority owned domain	All staff utilise 'gov.uk' email accounts. We have generic accounts for key contact (admin/finance/grants/mayor). Town Councillors utilise gov.uk email accounts.
Legal requirements for websites	All smaller authorities must meet legal requirements for all existing websites regardless of what domain is used.	The Town Council website meets all of these requirements in terms of hosting, and gov.uk.
Web Accessibility	All websites must meet the Web Content Accessibility Guidelines 2.2 AA and Public Sector Bodies Accessibility Regulations 2018	We have to date met the basic requirements but have recently appointed a company who can undertake more detailed work to ensure our Town Council website meets the full guidelines.
FOI Act 2000 and Transparency Code	All websites must publish documentation as specified in the FOI Act and Transparency Code for Smaller Authorities	An updated Publication scheme is available on the Town Council website, in addition to the Town Council's retention policy. All information required as per the Transparency Code for Local Government is published.
GDPR 2016 and DPA 2018	Must follow this legislation.	Privacy notices have been updated. The Town Council's CCTV policy has been updated. Website content is being

		updated. Work is underway to refresh the last completed information audit and book updated training in for staff and members.
IT policy	Must have an IT policy	We have an IT policy which is currently in review to ensure it reflects the latest requirements and recent purchases of new IT equipment.

3.0 Recommendation

3.1 Members are asked to note the update provided.

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