



KPC Form of Acceptance of Electronic Summons * (See note below)

To the Clerk, Kettleburgh Parish Council:

I,give my consent for the 'summons to attend meetings' to be transmitted in electronic form to my email address:

(Please ensure that this is written clearly.)

I undertake to advise you as soon as possible if I change my email address.

This consent will continue until I give notice to you withdrawing my consent.

I will:

- comply with the General Data Protection Regulations when using my own email address and devices.
- protect the data I hold with up-to-date anti-virus security.
- ensure that the device automatically locks if inactive for a period of time.
- understand and take appropriate action when connecting my devices to IT systems.
(Councillors must be aware that devices may automatically connect to open Wi-Fi networks as they are found by the device when using Wi-Fi networks, such as those found in hotels and cafes.)
- ensure that I make secure any Council documentation that I place onto any device or removable memory card, such as a micro or mini-SD card.
- take appropriate measures to protect against unauthorised or unlawful access, for example if the device is lost or stolen, including where data is stored on a 'cloud' service.
- ensure that I control access to the data/device by using a password or PIN and/or encrypting the data, including where data is stored on a 'cloud' service.

(Councillors must be aware that the loss or theft of their device is not the only means by which unauthorised or unlawful access may occur. For example, a device may be shared amongst family members in a way that is inappropriate if personal data that they are using for Council purposes is stored on it. If a user's device breaks and is returned to the manufacturer under a warranty, Councillors must ensure the protection of the personal data for which they are responsible.)

I understand that the Council's corporate information remains subject to the Freedom of information Act, even if held on a personally owned device.

I understand that in the event of a security breach, I must be able to demonstrate to Council that I have secured, controlled or deleted all personal data on any devices I use.

This declaration was made and signed before me.....

Signed:
Clerk to Kettleburgh Parish Council

Dated:

Explanatory note

The Local Government Act 1972 sch. 12 para. 10(2) requires the proper officer of the Parish Council to send to each member of the Council or committee (as the case may be) a summons to attend meetings of the Council or the committee at least three clear days before the meeting. The summons must be: left at, or sent by post to, the member's usual place of residence; or: "where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address."