

Report of: Clerk
To: Parish Council
Date: 17 September 2018
Subject: Data Protection Act 2018 – Dedicated E-mail Addresses for Councillors
(General Data Protection Regulation – GDPR)

1 INTRODUCTION

As the Parish Council moves towards compliance with the DPA 2018, Members will wish to consider the introduction of storage of data in a secure manner; e.g. Cloud technology, and also dedicated e-mail addresses for councillors.

This report provides information from Andrew Shepherd, the Parish Council's Web Manager, and brief information regarding the possible use of the government version of Microsoft Office 365.

Members are also invited to consider data security under what is known as BYOD (Bring Your Own Device).

2 DECISION REQUIRED

A decision is not required at this meeting. Members are invited to consider the implications of the following matters.

3 INFORMATION FROM ANDREW SHEPHERD, PARISH COUNCIL'S WEB MANAGER

Using the business model of Office 365 would require a slight increased level of support from Andrew Shepherd during the set-up and configuration, as would the alternative G-suite option from Google.

An alternative would be to enhance the way the current e-mail addresses operate.

The current hosting package for Stapeley has up to 100 e-mail addresses available to the Council. At present, e-mail addresses to councillors using '@stapeleyparishcouncil.gov.uk' are re-directed to their personal addresses. This could be changed to each councillor having their own personal mailbox - the mail would be stored on the Parish Council's server.

If this was the decision taken, a higher level of security would be required and the hosting package would need to be up-dated to purchase an SSL certificate (Secure Sockets Layer) which is a digital certificate used to encrypt data sent between a user and a website to enable Authenticated SMTP Access (An Authenticated SMTP service allows one to send e-mails securely through the Names.co.uk mail servers, using a username and password). This would involve the following extra costs:

- SSL Certificate £99 per annum
- Authenticated SMTP access £17.50 per annum

The package used by each councillor, to access e-mail would need to be configured to use this service (Outlook, Thunderbird etc. or Webmail).

This would be a possible solution - but it may be complex to administer.

Mr Shepherd agrees that the current model of (sometimes re-direct to) personal (sometimes shared) e-mail accounts does leave the Council open to some serious questions and some serious vulnerabilities. The major one for Mr Shepherd would be that data which should be protected under GDPR is scattered over the councillors' PCs, tablets and phones and is, therefore, not secure, especially when one considers that if mobile devices are lost or stolen, the information on those devices is automatically vulnerable.

4 MICROSOFT OFFICE 365 (GOVERNMENT VERSION)

Microsoft Office is regarded (by some) as leading the way in terms of GDPR compliance now that data centres have been opened in the UK. (This view is not held by some.)

If the Council wished to pursue purchase of the government version of Office 365 it would be purchased through a licence arrangement with a UK partner. The initial set-up charge would be approximately £200.00 and the cost to cover all 10 councillors and the Clerk would be approximately £50 per month. There would also be an annual licensing cost.

If the Parish Council wished to explore this option in more detail, the Clerk can provide further information for a future meeting.

The e-mail addresses would be secure and if a councillor ceased to be a Member of the Council, the e-mail address could be de-activated immediately.

In the event of a personal device being stolen or lost, all the Council's data could be removed remotely.

5 BRING YOUR OWN DEVICE (BYOD)

The Parish Council will wish to consider the implications of BYOD. A copy of the Information Commissioner's Office (ICO) guidance is enclosed. This is headed 'Data Protection Act 1998' but is on the ICO website and shown as a current document.

6 COMPLIANCE PROCESS

The Clerk has not yet completed all the documentation required to ensure full compliance but will report to the Parish Council periodically. The next document to be prepared is a data audit schedule.