

SALISBURY CITY COUNCIL

Report

Subject : Member Communication and Data Protection
Committee : Full Council
Date : 9 March 2020
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1. Report Summary:

- 1.1. This report provides a review of the current communications processes used for member's emails, providing recommendations to improve both member email usage and the council's data protection security.

2. Background:

- 2.1. Currently emails sent to member's Salisbury City Council (SCC) email addresses (*name@salisburycitycouncil.gov.uk*) are forwarded onto their personal email addresses.
- 2.2. A number of members have reported that they do not consistently receive these forwarded emails. These issues are often due to the third party personal email address provider blocking or not delivering these emails, due to the third parties' security settings.
- 2.3. The Corporate Service Manager has therefore sought the advice the Council's IT support provider, Blue Frontier, to resolve these email issues and to ensure SCC has a secure communications channels with its members.

3. Report :

- 3.1. Blue Frontier provided the following report, Annex A (DOC 74571). This report sets out the current arrangements and highlights areas where SCC is at risk of non-compliance with GDPR Regulations.
- 3.2. As shown in the report, a further guidance document has been drafted to promote more efficient and secure member email usage, along with a Bring Your Own Device Policy and Data Sharing Agreement.

4. Recommendations:

It is recommend that this Full Council agree:

- 4.1. To remove member email forwarding, and action the use of City Council server emails only, using Member Communication and Data Protection Guidance Annex B (Doc 74572).

- 4.2. To approve a Bring Your Own Device (BYOD) Policy for members which is shown at Annex C (Doc 76510)
- 4.3. Note that Data Protection Agreements are to be established between the Council and Members as shown in Annex D (Doc 76554)

5. Wards Affected: N/A

6. Background papers:

- 6.1. Annex A - Blue Frontier Emails and Data Protection Report (Doc 74571)
- 6.2. Annex B - Members Communication and Data Protection Guidance (Doc 74572)
- 6.3. Annex C - Bring your own device (BYOD) Policy (Doc 76510)
- 6.4. Annex D - Data Protection Agreement (Doc 76554)

7. Implications:

- 7.1. **Financial:** Nil in relation to this report
- 7.2. **Legal:** The changes should improve compliance with GDPR regulations and other legalisation.
- 7.3. **Personnel:** Nil in relation to this report
- 7.4. **Environmental Impact :** Nil in relation to this report
- 7.5. **Equalities Impact Statement:** Nil in relation to this report