

Members Communications and Data Protection Guidance

The Local Government Association (LGA) [Guidance for Members](#) recommends that 'You should ensure the security of personal data that you hold by only using your official email address'. Please see the following instructions to implement secure email access.

1. Members Email Access

1.1. All member email communication will be via their Council email address only.

1.2. Members will have access to the Council email servers via Outlook Web Access.

1.3. Member will access Outlook Web Access via their personal computer, laptop or mobile devices, in line with the **BYOD Policy (DOC 76510)**. **Please ensure you read this policy when setting up your own devices.**

1.4. For instructions on how to set up Outlook Web Access on your computer/laptop or mobile phone devices, please see Appendix A.

1.3. Members are required to use the Council server emails when acting in their official capacity as a Salisbury City Council member.

1.4. Council email systems should not be used for personal use.

2. Data Protection

Information sent to members may contain personal and special categories of data. Both the Council and Members are Data Controllers, therefore acting as joint controllers.

From 1 April 2019 the Data Protection Regulation 2018 exempted the processing of personal data by members of the House of Lords, elected representatives and prospective representatives.

'Elected representatives' is defined by the Data Protection Act 2018 and includes, but is not limited to, MPs, MSPs, AMs in Wales, MEPs, elected councillors in county councils, district councils, London boroughs, parish councils, elected mayors and police and crime commissioners.

This therefore means that members are no longer required to register with the ICO or pay a fee as a Data Controller, however are still considered to be a Data Controller and therefore must still comply with the Data Protection Act 2018 and The General Data Protection Regulations 2018.

However, under the terms and conditions of the Data Protection Act 2018 and The General Data Protection Regulations 2018, the Council and Members as joint

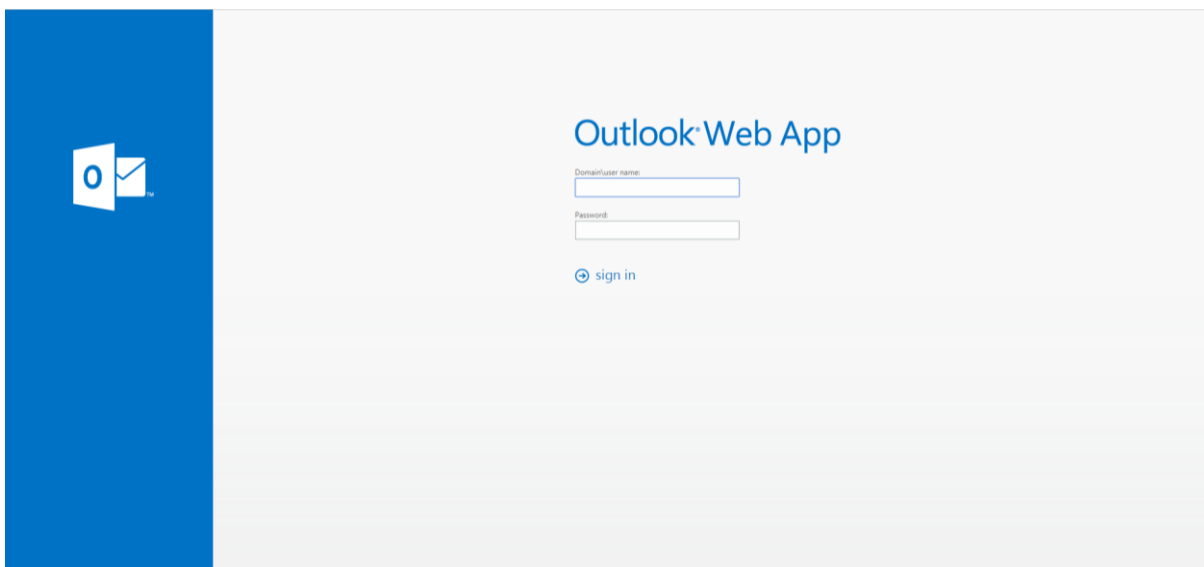
controllers are required to have a **Data Protection Agreement (DOC 76554)**.
Please sign and return this agreement to the Corporate Services Manager.

Further information regarding Parish Council and member's use of data can be found on the ICO website: <https://ico.org.uk/for-organisations/in-your-sector/local-government/local-gov-gdpr-faqs/>

Appendix A.

Setup Outlook Web Access on your computer/laptop

1. To access your Outlook emails open your web browser and go to <https://scc-exch01.intra.salisburycitycouncil.gov.uk/owa>




2. Then enter your Domain\user name starting with scc1\ followed by your first initial and surname. For example Janine Whitty


scc1\jwhitty


And your password




Then click sign in.

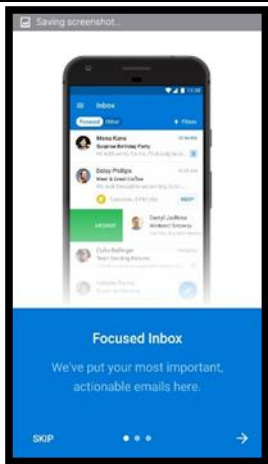
Setup SCC mail on a mobile device

1. If you are using an Android device such as a Samsung, Nokia or Sony, head to the play store. 

If you are using an apple device such as an iPhone then head to the App Store. 

2. Once in the play store or app store, search for the outlook app and click install, the application will be installed on your device
3. After your Outlook app has installed, head to your application menu and launch Outlook 

	<p>4. click 'Get Started'</p>
	<p>5. Enter your Salisbury City Council email address, once you have entered the address, click 'Continue'</p>
	<p>6. Next you will be asked to enter your information, click the 'Advanced Settings' slider in the bottom right corner of the screen.</p> <p>Email address – (This should autofill) This is your Salisbury.gov.uk email address</p> <p>Server - (This should autofill) scc-exch01.intra.salisburycitycouncil.gov.uk</p> <p>Domain\Username – scc1\first initial and surname] i.e. scc1\fbloggs</p> <p>Click the tick symbol in the top right corner of screen.</p>



7. Your email is now setup

Click the next arrow in the bottom right corner to go through the tutorial or click 'skip'



8. On the final screen click 'skip'

Your email will start to synchronise and you are ready to use