



## Acceptance of Electronic Summons

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### Acceptance of Electronic Summons \* (See note overleaf)

To the Clerk, Stamford Town Council,

I, ..... Give my consent to the summons to attend meetings to be transmitted in electronic form to my council email address:

(Please ensure that this is written clearly.)

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

I will follow the General Data Protection Regulations when using my council email address and my own devices.  
I will protect the data I hold with up-to-date anti-virus security

I will ensure that the device automatically locks if inactive for a period of time

I will understand and take appropriate action when connecting my devices to IT systems

(Security of Wi-Fi networks, such as those found in hotels and cafes, Councillors should be aware that some devices may automatically connect to open Wi-Fi networks as they are found by the device)

I will ensure that if I make secure any Council documentation I place onto any device, removable memory card, such as a micro or mini-SD card.

I will take appropriate measures to protect against unauthorised or unlawful access, for example if the device is lost or stolen.

I will make sure that I control access to the data or device using a password or PIN or encrypting the data.

I will register my devices with a remote locate and wipe facility to maintain confidentiality of the data in the event of a loss or theft.

(Councillors must be made aware that the loss or theft of the 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 for which you are using for the Council 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 you are responsible)

I understand that the Council's corporate information is still 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.

Signed:  
Councillor for Stamford Town Council

Dated:

This declaration was made and signed before me:

Signed:  
Clerk of Stamford Town Council

Dated:



**Explanatory note**

The Local Government Act 1972 sch 12 para 10(2) requires the proper officer of the Council to send to each member of the Council or committee (as the case may be) a summons to attend meetings of the parish 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”*

[http://www.legislation.gov.uk/uksi/2015/5/pdfs/uksi\\_20150005\\_en.pdf](http://www.legislation.gov.uk/uksi/2015/5/pdfs/uksi_20150005_en.pdf)

Contact Details:

Address:

Home Phone:

Office Phone:

Mobile: