

Information relevant to Locum Clerk’s recommendations on email addresses (Benjamin Roth):

- There is no law stating saying you *cannot* use your own email address; however, if a Councillor wishes to retain the use of a personal/anterior email address for council business, then they *could* sign a document ‘declaring’ the use of this address and accepting responsibility for any associated risks.
- The relative risk between accessing and storing emails from an ‘official’ email on a home device, and doing so from a ‘designated official’ or even totally private email *on the same device* is absolutely – and I stress this – *minimal*. See immediate point below for reason.
- There are two potential kinds of data breach: intentional, and accidental. The former is where someone hacks into, or otherwise attempts to gain access to, confidential information either remotely or in-person; in this case, the ‘hack’ would occur in a manner that would succeed or fail *entirely on the merits on the individual attempting to gain access* – in this case, for instance, the type of email address would be irrelevant. In the latter case, that is accidental, there are an effectively infinite multitude of potential incidents leading to a data breach, which are, again, unaffected by the type of email address used.

Various recommendations of the Locum Clerk to minimise potential data contamination (in order of descending importance):

1. Access your email through a web browser.
2. Do not store copies of emails or email addresses on an internal or external hard drive.
3. Assuming you wish to use your own email, consider using an email service provider with end-to-end encryption (this means that no one other than you and the recipient can access the email without access to your email address.)
4. Use the debug function on your computer regularly, along with any anti-malware software you may have.
5. If a Councillor wishes to use his/her own email address, or one not officially provided, then I recommend the use of a very brief document recognising that this has been acknowledged by the Clerk and the Councillor, purely so that if there ever were a breach, there could be no blame-shifting from either party.
6. In fact, recommendation no. 5 would be a promising idea for *all* Councillors, as this would also serve to assert their total right to the content of their email address.

(Please refer to “Parish Own Device Fact Sheet” for the official ICO recommendations on this issue.)

Locum Clerks submission to Distinctly Winkleigh:

Dear Residents of Winkleigh,

I am writing to you as your newly appointed Locum Clerk to the Parish Council, I hope this finds you well and in good spirits. I am sure some of you will have followed closely the events that have led me to being selected for the role, and I am very glad to be addressing you for the first time. I am a resident of the village, who is keen to work at restoring the trust between you the parishioner, the Council as a whole, and the office I now hold; I am available via the Parish Website, which I encourage you to make good use of as you track the Council's progress over the next few months. My overall aim in this position, is to improve communication between the parish and its Councillors, as I am keenly aware that "wherever there is communication, there is miscommunication." It will be my pleasure to serve the community, by facilitating the proper running of the Council – by executing my function to the best of my ability, and supporting others in doing the same in accordance with their elected duty.

For now, I further encourage you to contact me should you have any queries about the role of a Clerk, or anything else you think I might be able to help with.

Best wishes,

Benjamin M. Roth (Locum Clerk)

Recording Device and Case:

[Digital Voice Recorder, Homder USB Professional Dictaphone Voice Recorder with MP3 Player, Voice Activated Recorder with Rechargeable, Stereo HD Recording Voice Recorder for Lectures-Black \(8GB\): Amazon.co.uk: Stationery & Office Supplies](#) £26.99

[AGPTEK Small and Compact Protective Storage Case for Mp3 Players & Earphones, Black for 2.4 inch MP3 : Amazon.co.uk: Electronics & Photo](#) £7.54

SUM: £34.53

Training Courses:

"Clerk Essentials 1, 2, and 3", in addition to "Chairing Local Council Meetings", as per the DALC Events tab.

SUM: £144