

FREEDOM OF INFORMATION ACT

Requests for Information February 2020

Date Received	Date Response Due	Date Response Sent	Information Requested	Information Supplied by Cullompton Town Council
20 February 2020	19 March 2020	24 February 2020	<ol style="list-style-type: none"> 1. Which members of staff have been opening council systems on non-approved devices or approved devices, and which staff have been accessing council and private emails on those devices away from their normal work place. 2. What records are kept of such events? 	<p>The Town Clerk, Deputy Town Clerk and Assistant Town Clerk do, from time to time, access council emails away from their normal work place.</p> <p>No records are kept of such event.</p> <p>NOTE: The Council is aware that staff do occasionally access emails outside the office and is happy with this.</p> <p>The Council is not aware of any policy that forbids access to council emails and documents from computer systems and other devices other than those held in the Town Hall. The CiTRIX system used by the Council requires a user name and password to be input each time the application is accessed from any computer; the access credentials are not retained and nether can these access credentials be retained by an internet browser.</p>

2 March	27 March	2 March	<p><i>FULL audio recording for the town council meeting held on 27 February 2020.</i></p> <p><i>Also documents submitted on the evening, such as Business Plan and other documents used during the evening.</i></p>	<p>Collected from Town Council office on 4 March 2020</p> <p>Power point presentation sent electronically on 2 March, remaining documents provided on 4 March 2020</p>
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