

### **GDPR Security Compliance Checklist**

All Councillors and Officers **must** complete the security checklist below to show compliance.

<b>Requirement</b>	<b>Yes / No / n/a</b>
Computer is password protected	
E-mail is password protected	
Mobile devices are password protected	
Mobile data storage is password protected	
External hard drives are password protected	
There is no 'cloud' access for Council documents	
Hard copy files are held securely	
Anti-virus software is up to date	
No one outside the Parish Council has access to your council information (this includes spouse, partner, children etc.)	

If you answered 'no' to any of the above, a date must be set by which compliance will be achieved. (Note: a further Compliance Checklist must be completed in the event of any change to compliance)

Compliance Date: \_\_\_\_\_

Councillor: \_\_\_\_\_

Councillor signature: \_\_\_\_\_

Date: \_\_\_\_\_

This completed record must be returned to the Parish Council office for secure retention.