

GDPR Security Compliance Checklist

All councillors should complete the security checklist below to show compliance. Records should be retained whilst they remain in office.

	Yes/No
Computer is password protected	
Email is password protected	
Mobile devices are password protected	
Flash drives are password protected	
External hard drives are password protected	
Cloud access is password protected	
Hard copy files are held securely	
Anti-virus software is up to date	
No one outside the council has access to your council information	

Date compliance will not be achieved if you have answered "No" to any of the above:

Councillor name:	
Councillor signature:	
Date:	

Policy approved by Elkesley Parish Council at the meeting dated: 15th May 2018

The safeguards and controls relating to this Policy will be reviewed annually to ensure they are still relevant, efficient and effective.

Review date: May 2019