

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

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

Date:

Councillor name:

Councillor signature: _____