

## 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	

*If you have ticked "No" to any of the above please confirm the date by which you expect to have these measures in place.*

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

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

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

Version number	Purpose/change	Author	Date
0.1	Initial draft	LSS	20/03/18
0.2	Adopted	GN/FRA	15/05.2018