

### GDPR Security Compliance checklist

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

	True/False
Computer/laptop/tablet 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	

Data compliance will NOT be achieved if you have answered 'false' to any of the above.

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

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

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

Version	Details of any revision	Approved at	Date	Review Date
v1	Initial Draft	Approved at BPC Meeting 02/05/2023 Minute Point: 18	02/05/2023	May 2024
Readoption	None	Readopted at BPC Meeting 02/05/2023 Minute Point: 25	02/05/2023	May 2024