**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 |  |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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