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	YES
Email is password protected	YES
Mobile devices are password protected	YES
Flash drives are password protected	N/A
External hard drives are password protected	N/A
Cloud access is password protected	YES
Hard copy files are held securely	YES
Anti-virus software is up to date	YES
No one outside the council has access to your council information	YES
All information will be destroyed when no longer a Councillor	YES
Councillor will adhere to retention policy	YES

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

Please seek assistance if you have answered "No", to ensure data compliance.

Date: 10.2.2026

Councillor name: JOHN HOLMES Councillor signature: J Holmes