

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 | Yes |
| External hard drives are password protected | Yes |
| 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 | NO - ONE |
| 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: 9th Feb 2026

Councillor name: Philip Jackson Councillor signature: _____