

## 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	Don't have one
External hard drives are password protected	Don't have one
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	Correct

Date compliance will be achieved if you have answered "No" to any of the above:

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

Councillor name: Mina Houssain

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

Date: 10/03/2026