

Twywell Parish Council



Parish Clerk
2 Gordon Terrace
Twywell
Northamptonshire
NN14 3AH

Telephone: 07960 214820
E-mail: clerk@twywellparish council.co.uk
Web: www.twywellparishcouncil.co.uk

GDPR SECURITY COMPLIANCE CHECKLIST

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

Name:	Yes /No
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 signature: _____ Date: ___/___/_____

Policy Control Sheet

Version:	01
Approved by:	Twywell Parish Council
Date Approved:	March 2023
Date of next review:	May 2024
Policy Owner:	Clerk - Helen Keech

Document History			
Version	Date of Review	Author	Note of revisions
01	March 2024	Clerk - HK	Adopted in Meeting 05.03.2024 (0324.20)