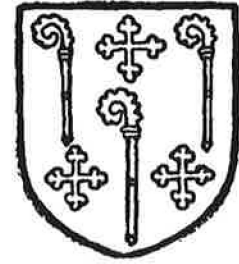


Twywell Parish Council



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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: 9/1/24

Policy Control Sheet

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

Document History			
Version	Date of Review	Author	Note of revisions
01	November 2023	Clerk - HK	