

Twywell Parish Council



Parish Clerk
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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	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

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: ___/___/___ N/A

Councillor signature:  Date: 8/3/24

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	