



MABLETHORPE & SUTTON TOWN COUNCIL

GDPR Security Compliance Checklist

All Councillors **must** complete the security checklist below to show compliance.

Requirement	Yes / No / n/a
Computer is password protected	
E-mail is password protected	
Mobile devices are password protected	
Flash drives are password protected	
External hard drives are password protected	
There is no 'cloud' access for Council documents	
Hard copy files are held securely	
Anti-virus software is up to date	
No one outside the Town Council has access to your council information (this includes spouse, partner, children etc.)	

If you answered 'no' to any of the above, a date must be set by which compliance will be achieved.

(Note: a further Compliance Checklist **must be completed** in the event of any change to compliance)

Compliance Date: _____

Councillor: _____

Councillor signature: _____

Date: _____

This completed record must be returned to the Town Council office for secure retention.