**GDPR Security Compliance Checklist**

Sutton St James Parish Council 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 | Yes |
| External hard drives are password protected | Yes |
| 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 |

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

Date: 17th May 2018

Councillor name: Sutton St James Parish Council

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

Date: 17th May 2018

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| --- | --- | --- | --- |
| Version number | Purpose/change | Author | Date |
| 0.1 | Initial draft | LSS | 20/03/18 |
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