

Kingscote Parish Council

GDPR Checklist – February 2024

All councillors should complete the security checklist below to show compliance.

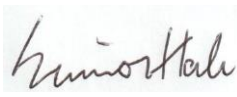
Records should be retained whilst they remain in office.

	Yes / No / NA
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 stored securely?	Yes
Anti-virus software is up to date?	Yes
No one outside the council has access to our 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: 4th February 2024

Clerk name: Simon Hale

Clerk signature: 

Date: 4th February 2024