

The Parish Council of Little Harrowden

Clerk: Sylvia Tilaks
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<https://littleharrowdenparishcouncil.gov.uk/>

GDPR Security Compliance Checklist

All councillors should complete the security checklist below to show compliance. Records should be retained whilst they remain in office.

	Yes/No
Computers/laptops used for Council business are protected by a secure password/PIN and locked when unattended	
Council email and cloud accounts are protected by strong passwords and multi-factor authentication where available	
Mobile phones/tablets used to access Council information are protected by a secure PIN/password/biometric lock	
Removable storage (e.g. USB/external drives) containing Council personal data is encrypted/password protected, or is not used	
Council information, including hard-copy records, is stored securely and accessible only to authorised persons	
Operating systems, software and anti-virus/security protection are kept up to date	
Council information is not routinely shared with or accessible to family members or other unauthorised persons	
Personal data is securely deleted/destroyed when no longer required in accordance with the Council's retention requirements	
Any loss, unauthorised access/disclosure or suspected data breach will be reported promptly to the Clerk	

Data compliance will not be achieved if you have answered "No" to any of the above:

Councillor name:

Councillor signature:

Date: