Holbeach PARISH COUNCIL

Coubro Chambers, 11 West End
Holbeach, PE12 7LW
01406 426739
clerk@holbeachparishcouncil.gov.uk
holbeach.parish.lincolnshire.gov.uk
@HolbeachParishCouncil

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
Computer is password protected	
Email is password protected	
Mobile devices are password protected	
Flash drives are password protected	
External hard drives are password protected	
Cloud access is password protected	
Hard copy files are held securely	
Anti-virus software is up to date	
No one outside the council has access to your council information	

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

Date: _____

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Councillor name: _____

Councillor signature: _____

Date: _____

Version number	Purpose/change	Author	Date
1	Initial draft	J Hearsey	30-09-2026