**GDPR Councillor Resignation Checklist**

Leaving councillors must complete the checklist below to show compliance with records destruction for those records which hold personal data. This checklist should be retained for 1 year after resignation.

|  |  |
| --- | --- |
|  | Yes/No |
| Councillor email is de-activated |  |
| All data has been deleted from: |  |
| external hard drives/memory sticks |  |
| laptop/computer |  |
| mobile devices |  |
| Hard copy files are returned to clerk for disposal or shredded |  |

If you have ticked “No” to any of the above please confirm the date by which you expect to have the task completed:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please add any details which may be relevant (for example, councillor does not have dedicated email address etc)

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that I have disposed of all records held by me in my capacity as councillor containing personal data.**

Councillor name: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date of resignation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Version number | Purpose/change | Author | Date |
| 0.1 | Initial draft | LSS | 08/01/19 |
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