

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
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: _____

Version	Details of any revision	Approved at	Date	Review Date
V1	Initial draft	Approved at BPC Meeting 09/05/2022 Minute Point:26	09/05/2022	May 2023
Readopted	None	Readopted at BPC Meeting 02/05/2023 Minute Point: 31	02/05/2023	May 2024