

Twywell Parish Council



Parish Clerk
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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.

Name:	Yes / No
Date of resignation	/ /
Councillor email is de-activated	
All data has been deleted from	
<ul style="list-style-type: none"> External hard drives 	
<ul style="list-style-type: none"> Memory Sticks 	
<ul style="list-style-type: none"> Laptop / Computer 	
<ul style="list-style-type: none"> 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 signature: _____ Date: ___/___/_____

Policy Control Sheet

Version:	01
Approved by:	Twywell Parish Council
Date Approved:	March 2024
Date of next review:	May 2024
Policy Owner:	Clerk - Helen Keech

Document History			
Version	Date of Review	Author	Note of revisions
01	March 2024	Clerk - HK	Adopted in Meeting 05.03.2024 (0324.20)