

**Desborough Town Council
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 / termination of office.

	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

I _____ declare that I have disposed of all records containing personal data held by me in my capacity as Councillor.

Councillor name: _____

Councillor signature: _____

Date of resignation / termination of office: _____