Cawood Parish Council Councillor Resignation Procedure

This Procedure was accepted by the Full Council at its meeting held on August 18th 2022

 1) Scope

The Cawood Parish Council Clerk is responsible for executing this procedure for resigning Councillors.

2) Objective

To ensure compliance with the General Data Protection Regulations when a Councillor resigns and leaves Cawood Parish Council

 3) Procedure

Following the resignation of a Councillor the Clerk of Cawood Parish Council will:

 a) Inform North Yorkshire Council

b) Request that the resigning Councillor returns or deletes all Council data (including any personal data gathered on Council business).

c) Request that the resigning Councillor signs and returns the form in Appendix A

d) A new password will be created for access to pages on Cawood Parish Council website Councillor area

Appendix A

Cawood Parish Council Resignation Declaration of Councillor

I declare that following my resignation from Cawood Parish Council I have:

1) Returned all Council data required by Cawood Parish Council to the Clerk.

2) Deleted all Council data that I hold.

 3) Confirm that I no longer hold any personal data gathered in my role as Councillor for Cawood Parish Council as defined in the General Data Protection Regulations.

4) Additionally, I have returned all Cawood Parish Council items previously held in my possession

 Forename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CAPITAL LETTERS)

Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(CAPITAL LETTERS)

 Signature :

 Date:

updated October 20th 2023