

BREDGAR PARISH COUNCIL (BPC)



Councillor Resignation Procedure

This Procedure was reviewed by the Full Council at its meeting held on August 29th 2018

1) **Scope**

The BPC 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 BPC.

3) **Procedure**

Following the resignation of a councillor the Clerk of BPC will:

- a) Inform Swale Borough Council – Democratic Services
- b) Request that the resigning councillor closes their BPC email account, 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

Appendix A

Bredgar Parish Council Resignation Declaration of Councillor

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

- 1) Returned all council data required by BPC to the Clerk.
- 2) Deleted all council data that I hold.
- 3) Closed down my BPC email account.
- 4) Confirm that I no longer hold any personal data gathered in my role as councillor for BPC as defined in the General Data Protection Regulations.

Forename : _____
(CAPITAL LETTERS)

Surname : _____
(CAPITAL LETTERS)

Date : _____

Signature : _____