



11th September 2025

Private & Confidential

Dear [Former Council Member's Name],

Subject: Data Protection and Deletion of Parish Council Information

I hope this letter finds you well. I am writing to you in your capacity as a former member of Porlock Parish Council regarding an important matter concerning data protection and the responsibilities of the Council as a Data Controller under the UK General Data Protection Regulation (UK GDPR).

As you are aware, the Parish Council is legally responsible for ensuring that all personal data it holds is managed securely and appropriately. This includes ensuring that any data processed or stored during your time as a council member is handled in accordance with our data protection policies and the law.

To maintain compliance and safeguard the integrity of our data, we kindly request that you:

1. **Delete any emails, documents, or other records** relating to Parish Council business that may be stored on personal devices, email accounts, or cloud services.
2. **Confirm in writing** that this deletion has been completed and that no Parish Council data remains in your possession.

This request includes, but is not limited to, correspondence with residents, internal council communications, and any documents containing personal or sensitive information.

If you believe you hold any data that may be required for ongoing council matters, please contact me before taking any action so we can assess its relevance and ensure proper transfer or retention.

We appreciate your cooperation in helping the Council meet its legal obligations and maintain public trust in our data governance practices.

Should you have any questions or require assistance in identifying relevant data, please do not hesitate to get in touch.

Yours sincerely,

Johnathan Jones
Clerk to Porlock Parish Council