CENTRAL SWINDON NORTH PARISH COUNCIL

Departing Councillor's IT Policy & Procedure

Change Log		
Review Date	**Action**	**By Whom**
July 2026	Creation	AC

1. Scope & Purpose

This document outlines the policy and procedures in respect of management of IT in relation to a departing Councillor to ensure archiving of data.

2. Physical Assets

Departing Councillors must return all physical assets issued to them by the Council within 14 days of an election, resignation, or dismissal.

3. Email Accounts and Access

Account Suspension: Official accounts are to be suspended on the day the Councillors officially leaves office. The account is not to be deleted immediately.

Credential Revocation: Access to SharePoint, email, and any other digital systems, including 3rd party systems is to be revoked immediately.

Out-of-Office: A standard out-of-office auto reply is to be set on the departing Councillor's inbox for 30 days, to read:

> "Cllr [Insert Name] is no longer a member of Central Swindon North Parish Council. Please direct all Council related enquiries to the Parish Clerk at admin@centralswindonnorth-pc.gov.uk"

4. Personal Devices

Where Councillors have used personal devices to conduct official business the Council should ensure that all public data is removed.

Certified Deletion: Departing Councillors will be asked to sign a formal declaration of deletion confirming:

- Deletion of all locally stored Council documents
- Clearing of browser caches and password management systems of all Council login details.
- Removal of their official MS 365 account from personal devices.

5. Archiving & Freedom of Information

Retention Period: To meet the requirements of GDPR and FOI, the departing Councillor's inbox will be archived for 12 months from the date of departure.

Casework Transfer: If the Councillor has ongoing constituent casework, the resident's consent must be obtained before passing those details to a new Councillor. If consent isn't granted, the data must be deleted.

Administrative Records: Any key working documents (draft policies, committee notes) created by the departing Councillor are to be moved to a central Council folder in SharePoint before their account is deactivated.

6. Processes

Suspend email/SharePoint access	Account password changed MFA revoked Set auto-reply for inbox
Collect Council laptop & peripherals	Email Cllr requesting return of laptop within 14 days
Confirm personal device deletion (if applicable)	Email Cllr with instructions to delete public data and sign formal declaration that this has been completed
Casework transfer	Instruct Cllr to confirm constituent's consent to passing details to new councillor Instruct Cllr to delete all casework related data if consent not granted
Convert inbox/licence reallocation	Convert inbox to Shared Inbox Rename account to "Archived – [Name] Set auto forward to Parish administrator email Remove licence from Councillor MS365 account Reallocate licence to new Councillor
Archiving of admin records	Save Councillor's active files to central archive on SharePoint