Addressee Name

& address

Date

Dear [name}

**Committee Membership – End of Term (insert date)**

I would like to take this opportunity to thank you for your service on the Synod’s (insert name of Committee) Committee. Your time on this committee and contribution to the work of the Synod has been very much appreciated.

During your committee service, you will have received paperwork, emails and other documentation containing personal and confidential information. In order to meet the requirements of the General Data protection Regulations 1998 I now need to ask you to return to us all such materials or declare that you have securely destroyed them.

Please would you therefore complete the declaration below, and return it to me at the Synod office:

Thank you once again for your willingness to support the work of the Synod.

Yours sincerely

Name

On behalf of the Synod Executive/ Moderator/ Clerk (select as appropriate)

**Declaration**

*(Please delete the option which does not apply)*

I………………………………………………………………………………….. (full name) confirm that I have securely destroyed all papers emails and any other documentation containing personal and/or confidential information, which I received or generated during my term on the (Insert name of Committee) Committee.

OR

I………………………………………………………………………………….. (full name) return herewith all papers containing personal and/or confidential information, which I received or generated during my term on the(Insert name of Committee). I confirm that all emails have been deleted.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |