# Certificate of destruction of Elector Information held by <Organisation name>

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an employee of [Organisation name] [ABN] make the following declaration:

I certify that, in accordance with the *Memorandum of Understanding for the Safeguard of Elector Information* (‘the Safeguard Agreement’), any file containing Elector Information as defined under the Safeguard Agreement, supplied by the Australian Electoral Commission (AEC) on [insert date supplied] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, was securely deleted and destroyed on the **earlier of:**

1. the expiration of the period ending six (6) months after the receipt of Elector Information from the AEC, being **[insert date 6 months from receipt]**, or
2. on receipt of an updated version of the Elector Information; or
3. when the Organisation decided that it no longer required the Elector Information.

I certify that any:

1. the file downloaded from the secure file transfer facility has been deleted.
2. digital copies of Elector Information present on the Organisation/Authorities’ computer systems have been deleted in accordance with the Instructions for the destruction and deletion of Elector Information provided by the AEC (Destruction Instructions).

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| --- | --- |
| Full name of Authorised Person: |  |
| Position of Authorised Person: |  |
| Email Address of Authorised Person: |  |
| Contact Number of Authorised Person: |  |
| Signature of Authorised Person: |  |
| Date of Signature: |  |

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