# 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 Agreement for the Safeguard of Elector Information (‘the Safeguard Agreement’), any file or medium containing Elector Information as defined under the Safeguard Agreement, supplied by the Australian Electoral Commission (AEC) on [insert last 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. immediately upon the receipt of an updated version of Elector Information from the AEC, or
3. when the Organisation decided that it no longer requires the Elector Information.

I certify that any:

1. prior digital copies of Elector Information present on the Organisation’s computer systems have been deleted in accordance with the Instructions for the destruction and deletion of Elector Information provided by the AEC (Destruction Instructions); and
2. any physical medium previously provided to the Organisation by the AEC that contains Elector Information has either:

i)       been destroyed in accordance with the Destruction Instructions; or

ii)      been returned to the AEC by registered mail.

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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: |  |

*This document should be returned to the AEC’s Elector and Roll Services Section at* [*https://formupload.aec.gov.au/Form?FormId=rps*](https://formupload.aec.gov.au/Form?FormId=rps)