**[ORG NAME] - Leavers Checklist**

|  |  |
| --- | --- |
| **Name of Leaver:** |  |
| **Date of leaving:** |  |

**Assets to be returned**

|  |
| --- |
| **IT Assets** |
| **(Laptops, Tablets, USBs, Phones, Peripherals, Tokens- Refer to inventory)** |
|  |

|  |
| --- |
| **Other Assets** |
| **(Keys, Uniforms, ID Badges, Access Badges)** |
|  |

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| --- |
| **External web-based systems** |
| **(Consult with leaver, IT & Record of Processing Activities. Use this information to complete the table on Pg2)** |
|  |

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| --- |
| **Declaration** |
| I confirm that I have returned all assets to [ORG], including but not limited to:* Hard copy records;
* Electronic records, including those held on devices that the organisation does not manage or own (e.g. personal devices);
* School resources;
* IT equipment (as above);
* Any other [ORG] assets not mentioned heretofore.
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|  |  |
| --- | --- |
| **Signed (Leaver):** |  |
| **Date:** |  |
| **Signed (Manager):** |  |
| **Date:** |  |

|  |  |  |
| --- | --- | --- |
| **INTERNAL USE ONLY** | **DATE** | **BY** |
| IT – Permissions removed (see below)  |  |  |
| IT – Assets returned |  |  |
| Access Badges – disabled/returned |  |  |
| Keys – returned |  |  |
| Others |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **SYSTEM (include all known systems)** | **DATE ACCESS REMOVED** |
| e.g. SIMS |  |
| e.g. CPOMS |  |
| e.g. Class Dojo |  |
| e.g. Times Table Rockstars |  |
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