

Offboarding Checklist

With deletion certificate

Client track	[Track name]
End date	[DD Month YYYY]
Checklist owner	[Name]

NO.	STEP	OWNER	COMPLETED	EVIDENCE
1	Client-issued credentials revoked	[Owner]	[DD Mon YYYY]	[Reference]
2	Client devices and tokens returned	[Owner]	[DD Mon YYYY]	[Reference]
3	Personnel removed from register	[Owner]	[DD Mon YYYY]	[Reference]
4	Personal data returned or deleted	[Owner]	[DD Mon YYYY]	[Reference]
5	Open data subject requests handed over	[Owner]	[DD Mon YYYY]	[Reference]
6	Final statement and invoice issued	[Owner]	[DD Mon YYYY]	[Reference]
7	Records archived	[Owner]	[DD Mon YYYY]	[Reference]

Deletion Certificate

SolerWorks LTDA certifies to [Enterprise client legal name] that, as of [DD Month YYYY], personal data processed for [Track name] has been [returned and] deleted as described below.

Data and systems covered	[Value]
Method	[Value]
Exceptions and legal retention	[Value]

Signed for and on behalf of

SolerWorks LTDA

Signature

Name: [Full name]

Title: [Title]

Date: [DD Month YYYY]