



Notification of Termination of Appointment Form

If a person is moved to another post, or has their appointment terminated because of their actions toward a child or adult at risk (including outwith the Church), this form **MUST** be completed and sent to the Head of Safeguarding at the Safeguarding Service. Please see Step 11 in Handbook 2.

Name of Worker:

Date of Birth: __ __ / __ __ / __ __ __ __ (DD/MM/YYYY)

Address:

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Position:

Date commenced Regulated Work:

Date ceased doing Regulated Work:

Brief History of events and reasons for concern:

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Signed (on behalf of the Safeguarding Panel):

Position:

Date:

Contact telephone number:

The purpose of the UK Data Protection Act 2018 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. This congregation, through presbytery, is registered with the Information Commissioner's Office and strives to comply fully with data protection law. The Information Commissioner's website provides in-depth information regarding the requirements of the Data Protection Act: <https://www.ico.org.uk/>

The Safeguarding Service and congregation are committed to protecting privacy and safeguarding personal data. The information shall be used for the purpose of safe recruitment and we will only keep the data for as long as required for that purpose. The full Privacy Notice for the congregation and the Safeguarding Service are available on their respective websites.

Should you have any questions concerning the use of the information you provide to us please contact the Safeguarding Service.