



Notification of Appointment or Retiral of a Safeguarding Trainer/ Presbytery Safeguarding Contact

For retrirals only enter Category, Name, Presbytery, Date, and sign at Presbytery Clerk

Category (Tick as applicable):

Safeguarding Trainer: Presbytery Safeguarding Contact: Both

Name:

Address:

.....

Congregation:

Presbytery:

Telephone No. (Day): (Evening):

Email:

Date appointed:Date retired:

Reason for retriral (if applicable):

.....

Form submitted by:Presbytery Clerk

If you are using this form to notify a retriral and the successor is known, please submit a form with the successor's details.

Please return this form to: Safeguarding Service, The Church of Scotland, 121 George Street, Edinburgh, EH2 4YN or email safeguarding@churchofscotland.org.uk

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 is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for the purpose of the **administration of the role you have applied for and will only keep the data for as long as required for that purpose.** The full Privacy Notice the Church of Scotland is available from the Church of Scotland website. Please visit the website for details.*

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