

Leavers Form

for workers no longer undertaking regulated work

Name

D.O.B.

Congregation(s)

Regulated work roles no longer undertaken

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Please contact Disclosure Scotland **in writing** to confirm that you are no longer undertaking regulated work, their contact details are: DSupdate@disclosurescotland.gsi.gov.uk; Disclosure Scotland, PO Box 250, Glasgow, G51 1YU.

I have informed Disclosure Scotland that I am no longer working with the following regulated groups with the Church of Scotland (tick all that apply) and am aware that if I wish to undertake regulated work within in the Church of Scotland in the future I will need to re-join the PVG scheme.

Children

Boys Brigade

Girls Brigade

Protected Adults

Volunteer signature

Date

Safeguarding Coordinator signature

Date

Note to Safeguarding Coordinator – remove worker from congregational register, if applicable, and send completed form to the Safeguarding Service, Church of Scotland, 121 George Street, Edinburgh, EH2 4YN.

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 **cessation of the role undertaken**. The full Privacy Notice of 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 this information please contact the Safeguarding Service.