

**SG12**

**Notification of appointment or Retiral of a Safeguarding Trainer or**

**Presbytery Safeguarding Contact**

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| --- | --- |
| **Is this notification of an appointment or retiral?** *(highlight or delete as applicable)* | Appointment *(please complete Section 1 of this form)*  Retiral *(please complete Section 2 of this form)* |
| **Is the notification regarding the post of Safeguarding Trainer, Presbytery Safeguarding Contact or both?** *(highlight or delete as applicable)* | Safeguarding Trainer  Presbytery Safeguarding Contact  Both |

**Section 1 - Appointment**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Congregation** |  |
| **Presbytery** |  |
| **Telephone number** |  |
| **Mobile number** |  |
| **Email address** |  |
| **Date appointed** *(note: appointment is pending training and approval by the Safeguarding Service)* |  |

**Section 2 – Retiral**

|  |  |
| --- | --- |
| **Name** |  |
| **Presbytery** |  |
| **Date appointed** |  |
| **Date retired** |  |
| **Reason for retirement** |  |

**Section 3 – Presbytery Clerk**

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| --- | --- |
| **Signature of Presbytery Clerk (electronic signature is acceptable)** |  |
| **Date of signature** |  |

The Presbytery Clerk should return this form by post or email to: Safeguarding Service, The Church of Scotland, 121 George Street, Edinburgh, EH2 4YN or [safeguarding@churchofscotland.org.uk](mailto: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/*](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.*