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**PVG Information Request**

**SG03a Form**

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| Please answer all questions fully.  When complete, this form should be sent by the applicant along with the SG03 Self-Disclosure Form and the Coversheet to [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk)  All three documents together constitute the **first stage** of your application to join the PVG Scheme through The Church of Scotland, or an application to have an existing PVG Scheme membership updated to include the Church of Scotland as an interested organisation. The **second stage** of the application requires you to follow the link in an email that Disclosure Scotland will send you. |

\* Indicates question must be answered – forms should not be submitted until all such questions have been answered

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| **Section 1: Applicant information** | |
| **1.1 Title** |  |
| \* **1.2** **Forename(s)** |  |
| **1.3 Middle name(s)** |  |
| **\* 1.4** **Surname** |  |
| **1.5 Maiden or former name** *(if applicable)* |  |
| **\* 1.6 Date of birth (dd/mm/yyyy)** |  |
| **\* 1.7 Town of birth** |  |
| **\* 1.8 Nationality** |  |
| **\* 1.9 Email address** |  |
| **1.10 Phone number (home)** |  |
| **\* 1.11 Phone number (mobile)**  *Please note that as of November 2023 Disclosure Scotland require PVG scheme online applicants to have a UK mobile number. If you do not have one, please ask your Safeguarding Coordinator to contact the Safeguarding Service for advice* |  |
| **\* 1.12 Current address (including postcode)** |  |

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| **\* 1.13 Position(s) applied for** |  |
| \* **1.14 Applicant signature** *(a typed signature is acceptable)* |  |
| \* **1.15 Date** *(must be within 3 months of application being submitted to the Safeguarding Service)* |  |

The questions in section 2 are designed to enable us to determine your application type. Applications cannot be processed until the application type has been established so please ensure you answer these questions.

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| **Section 2: PVG membership** | | |
| Please note, PVG membership is not the same thing as a basic/enhanced disclosure check.  If you are not sure whether or not you are already a member of the PVG scheme, please contact Disclosure Scotland on 03000 2000 40 | | |
| **\* 2.1 Have you ever joined the PVG scheme?**  *(If yes, questions 2.2 – 2.4* ***must*** *be answered fully;*  *If no, please answer “n/a” to questions 2.2 – 2.4)* | Yes/No |
| **\* 2.2 Has the Church of Scotland ever been an interested party to your PVG scheme membership** (i.e. have you ever joined the PVG scheme through the Church of Scotland or updated your PVG scheme membership through the Church of Scotland? |  |
| **\* 2.3 If you have ever joined the PVG scheme, was it to work with children; with protected adults; or with children and protected adults?** |  |
| **2.4 If you have ever joined the PVG scheme, what is your PVG scheme membership number?**  *Note: A PVG scheme membership number is 16 digits long with the first 6 digits being the date you joined the PVG scheme: i.e. YYMMDD. You should contact Disclosure Scotland on 03000 2000 40 if you do not know your number.* |  |

***Data Protection Act 2018 and GDPR***

*The Safeguarding Service is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for safeguarding purposes****.*** *The full Privacy Notice of the Church of Scotland Safeguarding Service 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. If you wish to exercise any of your data protection rights, please contact the National Office’s Data Protection Officer (DPO) at* [*Privacy@churchofscotland.org.uk*](mailto:Privacy@churchofscotland.org.uk)