

**SG10b**

**Retiral form for Safeguarding Coordinator**

This form should be completed in full as soon as a Safeguarding Coordinator retires.

Please ensure that there are no outstanding PVG/DBS/International police check clearances before completing this form.

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| The completed form should be submitted to the Safeguarding Service by post or email to Safeguarding Service, 121 George Street, Edinburgh EH2 4YN or safeguarding@churchofscotland.org.uk**The form can be submitted by either the Safeguarding Coordinator or the Session Clerk, but they should copy (cc) the other person in to their email.** |

**Section 1**

**To be completed by the Safeguarding Coordinator**

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| **1.1 Name** |  |
| **1.2 Date of birth** |  |
| **1.3 Email address** |  |
| **1.4 Verifier code** |  |
| **1.5 Congregation** |  |
| **1.6 Do you currently undertake any other regulated work for the Church of Scotland (voluntary or paid)?****(**Please note, if your answer is “no”, we will contact Disclosure Scotland to remove our interest in your PVG scheme membership) | Yes/No |
| **1.6a If your answer to question 1.6 was “yes”, please list your other regulated roles here and indicate whether you are continuing with or retiring from each**(Please note that if you are retiring from all regulated work we will contact Disclosure Scotland to remove our interest in your PVG scheme membership) |  |

**Section 2**

**To be completed by the Session Clerk**

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| **2.1 Safeguarding Coordinator’s retiral date** |  |
| **2.2 Session Clerk signature *(a typed signature is acceptable)*** |  |
| **2.3 Session Clerk name *(if signature is not typed)*** |  |
| **2.4 Session Clerk email address** |  |
| **2.5 Date** |  |

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 is registered with the UK Information Commissioner’s Office (ICO) through Presbytery and strives to comply fully with data protection law. The Information Commissioner’s website provides in-depth information regarding your rights under the Data Protection Act (<https://www.ico.org.uk/>) and a copy of the congregation’s privacy notice can be obtained either on the congregation’s website or by contacting the Session Clerk.  Please note, that if this form is being completed by an international congregation or international Presbytery, a copy of it will be transferred to the UK with appropriate safeguards in place, in accordance with the EU Commission Implementing Decisions of 28 June 2021on transfers of data to the UK, pursuant to Regulation (EU) 2016/679, and on transfers of data to the UK under the Law Enforcement Directive pursuant to Directive (EU) 2016/680.

The Safeguarding Service is committed to protecting privacy and safeguarding personal data. The information you have provided will be used for the purpose of the administration of the role you have applied for and will only be kept for as long as required for that purpose.  The full Privacy Notice the Church of Scotland is available on the Church of Scotland website under [Privacy information for offline processing | The Church of Scotland](https://www.churchofscotland.org.uk/site/privacy-centre/privacy-information-for-offline-processing). Please visit the website for details.

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