

Whistleblowing Record Form

Section 1 – To be completed by person raising a concern of malpractice

Name of person raising concern	
Name of person and church body against whom the concern is being raised	
Brief details (factual) of the concern	
Date and person to whom the concern was raised	

Section 2 – Response by recipient of concern

Date concern was reviewed and assessment of facts <ul style="list-style-type: none">• Concern requires further inquiry• No further action (state reasons)	
Details of action taken Include: <ul style="list-style-type: none">• Any referral to statutory agency• Consultation with National Board• Restrictions on ministry• Report to Holy See	
Date and person to whom the concern was raised	

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.