**PARISH SAFEGUARDNG COMMITTEE**

**CHANGE OF CHAIRPERSON FORM**

This form must be completed in full and signed by the Parish Priest and the new chairperson.

Once signed, it can be scanned and emailed to the safeguarding office at: [office@soddc.org](mailto:office@soddc.org)

Alternatively, you can post the completed form to: 120 Cliftonville Road, BELFAST, BT14 6LA

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| **Parish Name** |  |
| **Name of Outgoing Chairperson** |  |
| **Date of standing down from role as Chairperson** |  |
| **Name of New Chairperson** |  |
| **Address of New Chairperson** |  |
| **Contact Telephone Number** |  |
| **Email address** |  |
| **Date of Commencement** |  |

**Signed Chairperson: Date:**

**Signed Parish Priest: Date:**

**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/**](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.  I agree (Please tick)**

**SG Office Use Only**

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| **DATE OF RECEIPT** |  | **DATABASE UPDATED** |  |
| **OUTLOOK LIST UPDATED** |  |  | |