

SO22: Whistleblowing Recording Form

SECTION 1 – To be completed by person raising a concern

Full name of the person raising the concern:

Full name of the person against whom the concern is being raised:

Parish where the concern is being raised:

Brief details (factual) of the concern:

Name of person to whom the concern was raised:

Date the concern was raised:

SECTION 2 – To be completed by the recipient of concern

Date concern was reviewed:

Assessment of Facts

Does the concern require further inquiry?

YES

NO

No further actions (state reasons):

Details of action taken

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-notice/>

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.