STORAGE OF FORMS

WHO AND WHERE?

1. CONFIDENTIAL DECLARATION FORM

Completed by Applicant and returned directly to Andy Thomson. This form is stored until the Access NI vetting process is completed and is then destroyed.

2. APPLICATION COVER SHEET
VOLUNTEER APPLICATION FORM
VOLUNTEER REFERENCE FORM (X2)
LETTER CONFIRMING COMPLETED CHECK

Processed and stored by PARISH REPRESENTATIVE in Parish premises in a locked cabinet.

3. CATHOLIC CHURCH VERIFICATION FORM
ACCESS NI FORM

Processed by Parish Representative and forwarded to ANDY THOMSON. The Access NI Form is forwarded to the Access NI Office for processing and the ID Verification form is stored in the Northern Dioceses Office. Once confirmation of the Access NI Form is received by the Northern Dioceses Office the ID Verification Form is destroyed.

4. LETTER OF APPOINTMENT
CODE OF BEHAVIOUR
AGREEMENT FORM

Given to APPLICANT /VOLUNTEER