

# New Parish Volunteer Letter of Appointment

Name of person: \_\_\_\_\_

Role applied for: \_\_\_\_\_

Parish of: \_\_\_\_\_

Diocese: \_\_\_\_\_

Dear (insert name of volunteer)

I am writing to confirm that you are now in the position to take up your volunteering role and to thank you for your patience and co-operation.

You will receive the "Code of Behaviour" on completion of the Agreement Form.

If you have any further questions or wish to discuss a situation arising from your voluntary role, please contact your Group Leader, Parish Safeguarding Committee Chairperson, or Parish Representative. If you wish to meet with me at any time, please do not hesitate to get in touch.

May I take this opportunity to welcome and thank you for your commitment to the Parish.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Parish Priest/PSC Chairperson)

**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.