**KEYHOLDER DECLARATION**

**CONFIDENTIAL**

Name of church: ………………………………………………………………………………………….

Name of nominated key holder: ………………………………………………………………………..

Your name has been put forward as a key holder to our premises on behalf of:

………………………………………………………………………………………………………………

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| Before keys can be issued you are asked to sign the declaration below and acknowledge the conditions of issue. This is to help carry out the policy of the parish to safeguard the children, young people and vulnerable adults in its care. The Church is not obliged to give anyone access to church premises unless access to the premises is required as part of their role or for regular hire of premises.  I have never been convicted or cautioned concerning a sexual offence against children / young people or vulnerable adults.  Signed: ……………………………………………………….. Date: …………………………………. |

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| These keys/pass/entry code are issued to you under the following conditions:   1. You shall not have any copies made from these keys/pass. 2. These keys/pass should not be lent to anyone else. 3. On completion of your term of office these keys/pass shall be returned to the church council secretary and not handed over to another person. 4. Where entry code numbers are given instead of key/pass, this information will not be given to anyone else.   I accept the above conditions.  Signed: …………………………………………………………. Date: …………………………………. |

A copy of this agreement should be retained by the individual and by the church secretary or the property committee secretary.

NB All information will be held in accordance with the Data Protection Act 1998.