

Trustee Details (Roi & NI)

* Charity Name:  Parish NAme

**Purpose of this document:**

As part of demonstrating good governance a charity is expected to retain information about its trustees as a register of trustees. This document has been developed to assist parishes in collecting the necessary information on elected vestry members. Once completed this document should be retained by the parish, alongside those of the other vestry members.

As with any such document containing personal information, please ensure the forms are stored in a secure manner in compliance with GDPR requirements.

**How to use this document:**

In the above field marked [Parish Name], please type the name of the parish as it appears or is to appear on the charities register, this will then add the parish name to any area in the document where it is referenced.

**Please note:**

As noted in the Trustee Handbook, in addition to providing their details for this form trustees will be required to sign an additional declaration form for the CRA/CCNI.

**RoI Parishes:**

New trustees of an **already registered parish** should complete the following form:

[**Trustee Declaration Form to Accompany a Change of Particulars in the Register of Charities**](https://www.charitiesregulator.ie/media/1410/trustee-declaration-to-accompany-a-change-of-particulars-in-the-register-of-charities.pdf)

While new trustees of parishes which are **not yet registered** with the CRA should complete the following:

[**Trustee Declaration Form to Accompany an Application for Registration under section 39 of the Charities Act 2009**](https://www.charitiesregulator.ie/media/1435/trustee-declaration-to-accompany-an-application-for-registration-under-section-39-of-the-charities-act-2009.pdf)

**NI Parishes:**

New Trustees should complete the following form:

[**Northern Ireland Trustee Declaration**](https://www.ireland.anglican.org/parish-resources/664/northern-ireland-trustee-declaration)

  **- SELECT VESTRY MEMBER DETAILS**

|  |  |
| --- | --- |
| Title:  |  |
| First names(s):  |  |
| Surname: |  |
| Postal Address: |  |
| Postcode/ Eircode: |  |
| Telephone number: |  |
| Email address: |  |
| Position (e.g., Chair, Honorary Secretary, Honorary Treasurer, Churchwarden, Other): |  |
| Date you became a member of the Select Vestry/Diocesan Council: |  |
| Please note any connections (family, personal or business) to other Select Vestry members, employees or providers of goods/services to the Parish. If you are a Trustee of any other charities registered in the UK or RoI, please provide the name(s) of the charity & registered number.Please use an additional sheet of paper if necessary. |  |
| GDPR: In providing the information in this form I agree that it will be shared with the CRA/CCNI for purposes under Charities Regulation Legislation and will be retained by the parish in accordance with GDPR regulations and the parish’s GDPR policy. | SIGN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Note on published information: Please note that only names/title/position of trustees are included on the public part of the Charities Register and personal contact details are hidden.**

**This form contains personal information and must be stored by the Select Vestry in a secure manner in accordance with GDPR requirements.**