



Ending domestic abuse

# Scottish Marac-to-Marac Transfer Form

## Important Information

Please read before completing this form

Guidance on Marac-to-Marac transfers can be found at:

It is best practice for Marac-to-Marac Transfers to be carried out by a Marac Coordinator where possible<sup>1</sup>.

Section 1 of this form is to be completed by the transferring Marac Coordinator.  
Section 2 of this form is to be completed by the receiving Marac Coordinator.

If the new Marac area is out with Scotland, the transfer process remains the same.

This form, when completed, will contain personal information (data) You are required to comply with **General Data Protection Regulations** in the processing (including storage and retention) of this data. Please refer to your internal Data Protection Policy; local Marac Operating and Information Sharing Protocols, the GDPR and The Data Protection Act 2018. Article 5 of the GDPR sets out seven key principles which lie at the heart of the general data protection regime. These principles should lie at the heart of your approach to processing personal data.

It is the responsibility of Maracs to comply with GDPR and the seven key principles. Compliance with the spirit of these key principles is a fundamental building block for good data protection practice. It is also key to your compliance with the detailed provisions of the GPDR. Please note, failure to comply with the principles may leave you open to substantial fines.

Marac transfers should **only** be sent using secure email or other secure method.

Contact details for Maracs can be found at: [safelives.org.uk/findamarac](https://safelives.org.uk/findamarac)

## Section 1 – to be completed by the transferring Marac

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<sup>1</sup> If your Local Marac area does not have a Coordinator, then the most appropriate Marac professional should carry out the Marac-to-Marac transfer process.

### Transferring Marac and Known Risk Information

<b>Name of receiving Marac area:</b>	<b>Date of transfer:</b>
<b>Name of transferring Marac area:</b>	<b>Marac Coordinators name:</b>
<b>Contact number:</b>	<b>Contact email:</b>

**Is victim aware that a transfer will take place (tick)?**

Yes  No  Don't Know

<b>Tick what has been attached to transfer email:</b> Marac referral form <input type="checkbox"/> Marac minutes <input type="checkbox"/> Marac action plans <input type="checkbox"/> Other <input type="checkbox"/>	<b>If something has not been attached to transfer, please advise why?</b>
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**Is there any additional information on the risks and needs of the victim, children or any other vulnerable party since the case was heard at the original Marac?**

**Is there any additional information relating to risks in the new area?**

### Victim Information

<b>Victim name:</b>	<b>Victim DOB:</b>
<b>Address to which victim has moved:</b>	<b>Is this address safe to send correspondence to?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Telephone number:</b>	<b>Is this telephone number safe to call?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is there any other relevant contact information (e.g., times to call)?</b>	

### Transferring Area Service Information

Restricted when complete

<b>Core agency name</b>	<b>Contact Name/s</b>	<b>Contact number/s</b>	<b>Contact email/s</b>
<b>Police</b>			
<b>Idaa</b>			
<b>Criminal Justice Social Work</b>			
<b>Children and Families Social Work</b>			
<b>Education</b>			
<b>Health inc. Mental Health</b>			
<b>Substance Misuse Services</b>			
<b>Housing</b>			
<b>Adult Support and Protection</b>			

.....Send to receiving Marac on completion.....

**Section 2 – to be completed by the receiving Marac**

Restricted when complete

**Receiving Marac Information**

<b>Date transfer received:</b>	<b>Marac Coordinators name:</b>	<b>Please note date case will be heard:</b>
<b>Contact number:</b>	<b>Contact email:</b>	

**Receiving Area Service Information**

<b>Core agency name</b>	<b>Contact Name/s</b>	<b>Contact number/s</b>	<b>Contact email/s</b>
<b>Police</b>			
<b>Idaa</b>			
<b>Criminal Justice</b>			
<b>Children and Families</b>			
<b>Education</b>			
<b>Health inc. Mental Health</b>			
<b>Substance Misuse Services</b>			
<b>Housing</b>			
<b>Adult Support and Protection</b>			

.....Return to transferring Marac on completion.....

Restricted when complete