

## **Handling of Disclosure Information Policy** **St. Christopher's Church, Brislington**

**Storage and Access:** DBS Disclosure Certificates (including any copies or downloads) must never be kept on an applicant's personal file. They must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

**Handling:** In accordance with Section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

**Usage:** Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

A disclosure certificate must be for the correct workforce only and at the correct level. i.e. a person recruiting for a role in the child workforce at enhanced level should not ask to see a certificate for child and adult workforce at enhanced plus level as the certificate may include information that the recruiter is not entitled to see.

**Retention:** Once a recruitment (or other relevant) decision has been made, a disclosure certificate (including any copies or downloads) should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the umbrella body CCPAS. Advice can then be given regarding the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

**Disposal:** Once the retention period has lapsed, Disclosure certificates must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure certificates must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure certificate may be kept, in any form. However, a record should be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

This policy applies to staff and volunteers recruited by St. Christopher's Church, Brislington, Bristol. It will be formally adopted by the Parish Leadership Team as a pre-requisite to accessing the Thirty One: Eight E Bulk DBS system provided through the Bristol Diocesan Board of Finance.

**DOCUMENT CONTROL INFORMATION:**

Version	Reason for Change	Reviewer	Date
1.0	Policy Proposed as per Diocese requirement for use of EBulk Service	Jon Cave-Ayland	22/7/14
1.1	Draft Policy updated to reflect content of the Diocesan Handling of Disclosure Information Policy v.2: addition of 'including any copies or downloads' to advice related to certificate retention.	Jon Cave-Ayland	October 2014
2.0	Final Policy approved at PLT on 7/12/15	Jon Cave-Ayland	Dec 2015
2.1	Minor amendment to include reference to downloads and copies of DBS certificates.	Jon Cave-Ayland	Oct 2018
3.0	Reviewed against Diocesan Handling of Disclosure Information Policy: no changes made.	Jon Cave-Ayland	08/01/2021
4.0	Reviewed against Diocesan Handling of Disclosure Information Policy: no changes made.	Jon Cave-Ayland	24/01/2022
5.0	Reviewed against Diocesan Handling of Disclosure Information Policy: no changes made.	Jon Cave-Ayland	29/01/2024