

Horsted Keynes Parochial Church Council

St. Giles Church

Secure Handling of Disclosure Information

(v 0.1)

DOCUMENT INFORMATION

Master Location	:	D:\Users\dcolvill\Documents\My Private\PCC\Safeguarding\HKPCC Policies\Secure Handling of Disclosure Information.docx
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Distribution		

VERSION HISTORY

Version Number	Date	Details of Changes included in Update	Author(s)
0.1	20-09-2013	Draft document	David Colville

1. **General Principles:** As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of volunteers for positions of trust working with children and vulnerable adults, Horsted Keynes Parochial Church Council (HKPCC) complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters which will be made available to all applicants for DBS Disclosure.
2. **Access and Storage** – Disclosure information is kept securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled to an authorised and named individual, who is entitled to see such information in the course of their duties - the nominated person is the Parish Safeguarding Co-ordinator. In cases where a disclosure needs to be reviewed as to the volunteer's suitability to work with children and vulnerable adults the Diocese Safeguarding Officer may also be given access to the specific Disclosure but without access to the name of the person.
3. **Handling** - HKPCC recognises that, under section 124 of the Police Act 1997, it is a criminal offence to disclose Disclosure information to any unauthorised person. We maintain a record of all those to whom Disclosure or Disclosure information has been revealed.
4. **Usage** - We use Disclosure information only for the purpose for which it has been provided. The information provided by an individual for a volunteer role within HKPCC is not used or disclosed in a manner incompatible with the purpose. We process personal data only with the explicit consent of the individual.
5. **Retention** - We do not keep Disclosures or Disclosure information for any longer than is required - in general, this is no longer than six months. This is to allow for the resolution of any disputes or complaints. Disclosure information will only be retained for longer than this period in exceptional circumstances, and after consultation with DBS. Specifically any disclosure received which, after review by the Parish Safeguarding Co-ordinator and the Diocese Safeguarding Officer, renders the applicant unsuitable to work with children or vulnerable adults will not be retained. The same conditions relating to secure storage and access will apply during any such period. The Parish Safeguarding Officer will keep a record of the issue date of the

Disclosure information, the name of the subject, the type of Disclosure and the unique number issued by the DBS.

6. **Disposal** - Once the retention period has elapsed, we will ensure that Disclosure information is immediately destroyed in a secure manner (i.e. by shredding, pulping or burning). HKPCC will not keep Disclosure information which is awaiting destruction in any insecure receptacle (e.g. a waste bin or confidential waste sack). We will not retain any image or photocopy or any other form of the Disclosure information. However, notwithstanding the above, the Parish Safeguarding Officer will keep a record of the issue date of the Disclosure information, the name of the subject, the type of Disclosure and the unique number issued by the DBS.