



Policy on the Secure Handling of Disclosure Information

General principles

As an organisation using the Criminal Records Bureau (CRB) service to help assess the suitability of applicants for positions of trust, the Diocese of Leicester will comply fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It will also comply 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 certificate information and has adopted this written policy on these matters, which is available to those who wish to see it on request and on the Diocesan web site.

Storage and access

Certificate information will be kept securely, in lockable, non-portable, storage containers 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, certificate information will only be only passed to those who are authorised to receive it in the course of their duties. We will maintain a record of all those to whom certificates or certificate information has been revealed. (It is a criminal offence to pass this information to anyone who is not entitled to receive it.)

Usage

Certificate information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we will not keep certificate information for any longer than is 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 certificate information for longer than six months, we will

consult the CRB about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Acting as an Umbrella Body

The Diocese of Leicester will not act as an umbrella body for handling disclosures for other organisations.

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