Last updated August 2023 V4

Diocese of Bristol

Handling of Disclosure Information

**Storage and Access:** DBS Disclosure Certificates, where they exist in paper form (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 Barred List 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 Thirtyone:Eight. 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 stands for all staff and volunteers recruited by the Bristol Diocese Board of Finance, all those holding a Bishops Licence commission or permission, those employed by the Diocesan Bishop and candidates for BAP and Ordination.*

*This policy does not apply to staff and volunteers recruited by parishes, Bristol Cathedral or other organisations within the Diocese of Bristol. Each of these needs to confirm that they have adopted their own version of this policy prior to accessing the Thirtyone:Eight E bulk DBS system provided through BDBF.*

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