



Responsible Trustee	Date policy produced	Name of Policy Writer	Frequency of Review	Date reviewed on / by whom	
Safeguarding Trustee			Annually		

Cambray Disclosures and Disclosure Information Documentation Policy

Introduction

This policy has been based on **The Churches' Child Protection Advisory Service (CCPAS)** document regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information including any electronic information. Where necessary, it has been modified to be specific to Cambray Baptist Church (CBC).

The Statement

In consideration of our use of the Disclosure and Barring Service (DBS), to help assess the suitability of applicants for positions of trust, we agree to comply with the DBS Code of Practice, Data Protection Act and other legislation in regard to the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information including any electronic information. General details of CBC policy on other documentation may be found in **Cambray Document Storage Policy**.

Storage and Access

Disclosure Information is never kept on an Applicant's personnel file and is always kept separately and 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, Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. CBC maintains a record of all those to whom Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure Information is only 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, CBC does not keep Disclosure information for any longer than is absolutely necessary, whether in electronic or paper format. 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, we will consult CCPAS Disclosure Unit who will seek advice from the DBS giving full consideration to the Data Protection rights and Human Rights of the individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will continue to apply.

Disposal

Once the retention period has elapsed, CBC will ensure that any Disclosure Information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure Information will continue to be kept in a secure location as described above under **Storage and Access**. CBC will not keep any photocopy or other image of Disclosure Information or any copy or representation of the contents of Disclosure Information. However, CBC will keep a record of the date of issue of Disclosure Information, the name of the subject, the type of Disclosure Information requested, the position for which Disclosure Information was requested, the unique reference number of Disclosure Information, and the details of the recruitment decision taken.

Our relationship with CCPAS as an Umbrella Organisation.

CBC accepts that the CCPAS Disclosure Unit, as our umbrella organisation, has a responsibility to ensure, as far as possible, that we comply with all the requirements in the DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. CBC undertakes to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.