

**DIOCESAN POLICY STATEMENT:**  
**SECURE STORAGE, HANDLING, USE, RETENTION**  
**AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION**

The **Diocesan Board of Finance** complies fully with the CRB Code of Practice and the Data Protection Act (1998) regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

Disclosure documents are stored in locked filing cabinets at Diocesan House. Parishes are discouraged from retaining any Disclosure information, other than the minimum required for recruitment purposes.

The following policy is available on request.

**Storage and Access**

Disclosure information must 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), Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record is maintained 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 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 recruitment (or other relevant) decisions have been made, Disclosure information is not retained for any longer than necessary – generally 6 months to allow for consideration or resolution of any disputes or complaints.

**Disposal**

After the retention period has elapsed, Disclosures are destroyed by shredding. While awaiting destruction, Disclosure information is not kept in insecure receptacles. No photocopy or other image of the Disclosure is retained. A record is kept of the date of issue, the name of the subject, type of Disclosure, the position for which the Disclosure was requested, the unique reference number and details of the recruitment decision taken where appropriate.

