

Sample Policy on Handling, Use and Storage of Disclosure Information in the Parish

Disclosure information should not be stored in the parish. Only a log is kept, listing

- applications sent to the Diocesan DBS & Safeguarding Administrator, together with the reasons for requesting either enhanced or enhanced plus disclosure
- any posts for which it has not been deemed necessary to request a disclosure, together with the reasons for the decision

When the notification of the outcome of a disclosure is received, including any conditions, this is stored with the applicant's self declaration form in a locked cabinet under the control of the incumbent/priest in charge/team vicar, or during a clergy vacancy, in the care of the churchwardens.

Copies of application forms are not taken and parishes should not accept or hold copies of an applicant's copy of the disclosure.