

DIOCESE OF WORCESTER

St Mary the Virgin, Hurst Hill Parochial Church Council
(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 priest in charge, 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.

This Policy was discussed and agreed at the PCC meeting on

We the PCC agree to review and update this policy annually.

Signed & dated by

Chair of PCC	
Churchwardens	
Incumbent	