



RUTHERGLEN
UNITED REFORMED CHURCH

DATA PROTECTION POLICY – DISCLOSURE

Rutherglen United Reformed Church seeks to comply with the requirements of the Data Protection Act 1998 and the Police Act 1997 (section 1245). As an organisation using the Central Registered Body in Scotland (CRBS) Disclosure service to help assess the suitability of applicants for positions of trust, Rutherglen United Reformed Church will seek to :

- fully comply with the CRBS code of practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information
- fully comply with our obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use storage, retention and disposal of Disclosure information

Rutherglen United Reformed Church will do this by implementing the following practices :

- **Storage & Access.**

Disclosure information will not be kept on an applicant's personnel file and will always be 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 1245 of the Police Act 1997, Disclosure information will only be passed to those who are authorised to receive it in the course of their duties. We will maintain a record of all those to whom Disclosures or Disclosure information is revealed and we recognise it is a criminal offence to pass this information to anyone who is not entitled to receive it.

- **Usage**

Disclosure information will only be 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) we will not keep Disclosure information for any longer than is absolutely necessary. The retention period will generally not exceed six months.

If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRBS about this and will give full consideration to the Data Protection and Human Rights of the individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

- **Disposal**

Once the retention period has elapsed, we will ensure that all relevant Disclosure information is immediately destroyed by secure means.

Signed :

Date: JUNE 08