

Camden Mental Health Consortium

Policy on secure handling, storage, use, retention and disposal of disclosures and disclosure information

Background

As Camden Mental Health Consortium's (CMHC's) work involves contact with vulnerable adults, we are required to request that volunteers, staff and directors submit to a Criminal Records Bureau Disclosure, in order to assess the suitability of applicants for positions of trust.

Storage and Access

Disclosure information is never kept on an applicant's personnel file. CMHC does not have access to the CRB disclosures, when a staff member, director or volunteer receive the CRB they are required to let the designated person see the check so that it can be assessed. CMHC does not have CRB's on the premises as we are not authorised to have them.

Handling

In accordance with section 124 of the Police Act 1997, disclosure information is only passed to those authorised to receive it in the course of their duties. We maintain a record of all those to whom disclosure or disclosure information has been revealed and we recognise 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.