



PRIVACY STATEMENT

1. General Information and Principles

- a) When you complete a Disclosure and Barring Service (DBS) form that is to be processed by the Interdenominational Protection Panel (IPP) we obtain some personal information about you. This statement explains how we look after that information and what we do with it.
- b) The Interdenominational Protection Panel along with the [three denominations](#) that formed it and use its services are fully committed to compliance with the [General Data Protection Regulation](#).
- c) The following **Principles** will apply when we handle your personal information. They apply whether the information is held in paper or electronic formats.
 - We collect your data for a specific purpose and do not use it for any other purpose.
 - We only collect the data we need.
 - We endeavour to ensure that your personal information is accurate and retained only for as long as it is required for safeguarding purposes.
 - Decisions affecting you are made on the basis of reliable and up to date information.
 - Your information is protected from unauthorised or accidental disclosure.

2. The Disclosure and Barring Service (DBS)

We forward your DBS form on to the DBS for processing. You can read about how they will process your personal data at www.gov.uk/government/publications/dbs-privacy-policy.

3. What information do we collect?

- a) We collect and store your name, address, and date of birth, email and phone number as well as the name of the church or organisation who have asked you to do the DBS check. Your National Insurance Number, passport number or driving license number is not stored by us.
- b) The information we hold comes directly from you when you complete a DBS form or answer any additional queries from us or on the associated Verifiers Form. Your Church may provide us with your name and contact details so that we can send you relevant information or forms.
- c) We ask to see your original DBS certificate when you receive it from the DBS. We do not copy or retain this certificate but return it to you promptly unless there is additional information that needs to be assessed. In this case we will keep you informed throughout the process.
- d) We store your information securely in our safe or in locked cabinets (with keys stored securely) or on our password protected computer system. Access to this information is strictly controlled.

4. Why do we collect your information and what do we do with it

- a) We collect and process your information to carry out a DBS Check. This is a legitimate interest which enables your employer/Church/Chapel to fulfil their safeguarding responsibilities when

appointing volunteers and workers to work with children and vulnerable adults. There is also a legal obligation to ensure that all those who carry out regulated activity are not barred from working with the relevant vulnerable group.

- b) We will inform the relevant employer/Church/Chapel that you have completed the DBS process. We do this using only your name and role.
- c) If your certificate contains any information regarding a conviction or caution we carry out a risk assessment and a Confidential Panel considers the case anonymously to decide if this poses a safeguarding risk. No automated decisions are made. More information [here](#).
- d) Information contained on your certificate is not disclosed to your local church by us unless this is deemed necessary by the process outlined in c) to safeguard vulnerable groups. You will be informed before any confidential information is shared.
- e) A summary of this information will be held securely to enable efficient ongoing assessment and renewal of DBS certificates and to evidence employment decisions and monitor contracts of agreed behaviour.
- f) We never supply data relating to DBS applicants or service users for use in marketing by any other organisation.
- g) You have the right to a copy of the information we hold about you (apart from a very few things which we may be obliged to withhold because they concern other people as well as you or because we have been instructed not to release information for legal reasons e.g. during a police investigation).
- h) To obtain a copy, write to the Panel at the address below. We aim to reply as promptly as we can and, within the legal maximum of one calendar month from the day after receipt of the request

5. How long do we hold your information

- a) We store the number and date of your DBS certificate alongside the information noted in 3a) to record that you hold a certificate to work with vulnerable groups or hold responsibility for such activities. We also facilitate the 4 yearly DBS renewal process to ensure ongoing suitability to work or volunteer with vulnerable groups as outlined on our [safeguarding policy](#)
- b) Once we are informed that you no longer work with the church your details are removed from current records but may be archived securely for safeguarding purposes.

6. Where to go if for more information or to make a Complaint

- a) The Information Commissioner's Office (ICO) regulates data protection and privacy matters in the UK. Further information on all aspects of GDPR is available on their website. You can make a complaint to the ICO about the way we use your information. However, we hope that you would consider raising any issue or complaint you have with us first. We will do our very best to solve any problems you may have.
- b) The Interdenominational Protection Panel is the Data Controller. Due to the size and nature of our business we are not required to appoint a Data Officer but Julie Edwards, the Panel Safeguarding Officer or Meirion Morris the Company Secretary are able to discuss concerns or complaints about the way in which your personal information has been dealt with. You can contact us as follows : **Interdenominational Protection Panel, 1 Vale Parc, Colomendy Industrial Estate Denbigh LL16 5TA** ☎️ + 📄 01745 817584 📧 post@paneldiogelwch.org.uk