

INFORMATION HANDLING

1. I-M-P-O-R-T-A-N-T

- 1.1 In order to comply with appropriate legislation, good information handling is required when using forms contained in this section of the manual.

2. DUTY OF CONFIDENTIALITY

- 2.1 Many of the forms contain confidential information about individuals, e.g. addresses, dates of birth, information about previous convictions and court appearances.
- 2.2 Personal data must be kept in a secure place, for example in a filing cabinet that can be locked.
- 2.3 Individuals are entitled to know what information is kept about them and that this information will not be disclosed to anyone outside or inside the Church who does not strictly need to know without the individual's consent.

3. SHARING CONFIDENTIAL INFORMATION

- 3.1 Children/young people/adults at risk have the right to be protected from harm. Information relating to concerns that an individual is at risk of significant harm should always be shared on a '*need to know*' basis. Contact should be made with the statutory authorities for advice.
- 3.2 It is the responsibility of the Parish Priest/Parish Co-ordinator to forward documents relating to allegations/investigations/issues of concern to the Diocesan Adviser.

4. FURTHER GUIDANCE

- 4.1 Good record management in relation to the creation, use, storage, management and disposal of all types of record is outlined in '*Section 3 – Recruitment*' (**page 18 of 20**) of this manual.