

# SAFEGUARDING PRIVACY STATEMENT

You are reading this Privacy Statement because you are required to complete a DBS check (UK Criminal Record Check) and/or Overseas Criminal Record Check or online Status Check either because:

- You are applying to work (paid or unpaid) with children and/or vulnerable adults within the Diocese of Chelmsford and you have completed the previous stages of the Safer Recruitment process (including the Confidential Declaration), **OR**
- You need to renew your DBS check because your previous DBS certificate is due to expire (within the Diocese of Chelmsford DBS checks should be renewed every 5 years), **OR**
- As a PCC member you are a Trustee of a Charity that works with children and/or vulnerable adults

For the purposes of your check this is the information that we will store about you:

- Your application reference/Order number
- Your full legal name (including any and all middle names)
- Your date of birth
- Your email address
- The foreign country or countries that you lived in within the last 5 years (for Overseas Criminal Record Checks only)
- Your Position (e.g. Sunday School Teacher)
- The parish that you work/volunteer at or are a trustee of
- The date that your check was submitted
- Your check outcome details (including the level check, certificate number and issue date)
- Details of any convictions/offences listed on your criminal record check certificate

The CDBF (The Chelmsford Diocesan Board of Finance) is a registered charity, No 249505 and part of the Church of England. A copy of our general privacy notice can be downloaded from <https://www.chelmsford.anglican.org/data-protection-and-privacy>. For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact Nathan Whitehead (Pastoral Secretary) by calling 01245 294412 or emailing [nwhitehead@chelmsford.anglican.org](mailto:nwhitehead@chelmsford.anglican.org) or writing to Diocesan Office, 53 New Street, Chelmsford, CM1 1AT.

**By submitting a check application/request you understand the following:**

- We will not disclose any information to any company/organisation outside the Church of England except to help prevent harm to others, or if required to do so by law.
- We will use the information you provide to process your check.
- We may also obtain information about you from certain other organisations, or give information about you to them to: make sure the information is accurate; prevent or detect crime. These other organisations include the Church of England, previous employers, government departments and local authorities.
- If you give information that is incorrect or incomplete we may take action against you.