

The Fellowship's CRB Code of Practice

The Fellowship takes seriously its statutory duties under the Data Protection Act, the Human Rights Act and the Rehabilitation of Offenders Act.

This Code applies to all Disclosure information that is supplied to the Fellowship by its members.

1. Membership Application

All persons who apply for membership with the Fellowship must provide a copy of an up to date CRB Disclosure.

The rationale for this requirement is the protection of consumers and to ensure the overall suitability for membership of the Fellowship.

2. Management and Use of Disclosure Information

The Fellowship must:

Store Disclosure Information securely

Retain the Disclosure information, its content or representation for not longer than 3 months

Only share the content of the Disclosure information with relevant persons in the course of their specific duties relevant to assessing the membership application

Ensure that no copies of the Disclosure information are made

3. Suitability Policy

1. The Fellowship must notify potential members in advance for the need for a CRB disclosure

2. Discuss with the applicant the content of the CRB check before withdrawing an offer of membership

3. Discuss with the applicant the suitability of ex-offenders becoming members

4. Provide an appeals process to the Regulatory Board

4. Offences

The Fellowship notes that it is an offence to:

1. Disclose information contained within a Disclosure to any person who is not a member, officer or employee of the Fellowship.

2. Disclose information to any member, officer or employee of the Fellowship where it is not related to that employee's duties.