

CHIPPING NORTON MUSIC FESTIVAL



cnmf.org.uk

Registered charity: 1047436

President: Anthony Williams

Vice President: David Bruce-Payne

Policy on Storage and Handling of Information

The Chipping Norton Music Festival will seek disclosures only when necessary and relevant to a particular post and will ensure that your consent is given before seeking a disclosure. The information provided on a disclosure certificate will only be used for recruitment purposes.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

Only one disclosure certificate will be issued, this will be to you. Where additional disclosure information is provided to the umbrella body – information which does not appear on your copy of the disclosure certificate – the umbrella body will disclose this information to the appointing committee of our festival.

All application information will be stored by the umbrella body in a locked non-portable container for a maximum of 6 months, which is a reasonable period to allow the consideration and resolution of any complaints. Only those authorised to see this information in the course of their duties will have access to this container. All information will be destroyed by shredding. No image or photocopy of information will be made, however the following detailed will be retained:

- Date of issue of disclosure
- Name of subject
- Disclosure type
- Position for which disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken

The Chipping Norton Music Festival will ensure that all appointing committees with access to disclosure information are aware of this policy and have received relevant training and support required to ensure it is carried out.

The Chipping Norton Music Festival undertakes to make a copy of this policy available to any applicant to a post with the Festival that requires a disclosure.

Chipping Norton Music Festival 2025

This document is annually reviewed and updated as required

*The umbrella body processing disclosures is The British and International Federation of Festivals

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