



Diocesan Committee for Allegations of Sexual Misconduct

Chairperson – Jean Sanders REDACTED

Ph: REDACTED E-mail: REDACTED

June 4, 2002

**PROTOCOL FOR STORAGE OF RECORDS OF ISSUES MANAGED BY THE
DIOCESAN COMMITTEE TO MONITOR ALLEGATIONS OF SEXUAL
MISCONDUCT.**

Access to records is restricted to the Bishop, Commissary or Bishop's Representative and the Chair of the Diocesan Sexual Misconduct Committee.

All case notes and other documentation made by initial contact person/s, mediator/s or Chair, not contained in the records relating to an issue, shall be destroyed by the person who compiled those notes or documentation.

All records are to be stored in such a manner as to preserve confidentiality and to prevent inappropriate access. Records are regarded as Sensitive Information.

Details of storage as follows:

1. Records to be stored in a secure locked cabinet. There are to be two keys only to the cabinet.
2. Chair of Committee or appointed representative to hold one key and Bishop's Secretary, on behalf of Bishop, a second key.
3. Documents concerning each matter are to be stored in an envelope with the following notation: Date of Lodgement; Contact Person; Complainant; Respondent; Chairperson. Envelope to be marked 'Confidential'
4. A Record of Access is to be maintained on the exterior of the envelope with the following: Warning .. Sensitive Information; Disclosure could result in harm to persons identified in this file; Access by Authorised Personnel Only; Date of Access; Identity of Individual Accessing Records; Requested by; Date Returned; Returned by.
5. Envelopes are to be sealed with clear tape over the signature and date by the individual sealing the records. The signature is to be across the flap of the envelope.
6. Integrity of seal and record of access will be checked second monthly by the Chair C.A.S.M. Chair to make a notation on rear of envelope that check has taken place.
7. The following information is to be included on the rear of the envelope: Files are not to be copied, altered or destroyed without consultation with Bishop or

Commissary and/or Diocesan Legal advisor. Chair of Committee should be advised.

8. If a request to copy, alter or destroy records is made advice must be obtained from Bishop, Commissary or Bishop's Representative and/or Diocesan Legal advisor. Chair CASM to be notified.
9. Authorised Personnel refers to the Bishop, Commissary or Bishop's Representative and the Chair of the Committee.
10. Chair to be notified by e-mail or memo when records are accessed. Names of individuals concerned with a particular issue are not to be included on an e-mail. If it is deemed necessary that Chair should be advised of personal particulars, notification should be by memo via mail.

JEAN SANDERS

CHAIR – DIOCESAN COMMITTEE TO MONITOR ALLEGATIONS OF SEXUAL MISCONDUCT