

**CONGREGATIONAL PROFESSIONAL STANDARDS COMMITTEE  
 PROTOCOL RE ACCESSING OF INFORMATION**

**Principle to be observed: Information should be shared on a need-to-know basis.**

1. **Members of the CPSC** are given access to all information to do with complaints received and the persons involved. This includes any such information that the Response Coordinator or Assessor discovers and the CPSC Coordinator judges should be supplied to the committee as soon as possible. All reports from the Response Coordinator or Assessor go to the CPSC.
2. **The Congregational Leader** is fully informed of all complaints received and of the persons involved. All reports from the Response Coordinator or Assessor go to the Congregational Leader.
3. **Members of the Leadership Team** are given all such information as the Congregational Leader decides should be passed on to them.
4. **The CPSC Coordinator and The Response Coordinator** are authorised to access all records to do with Neerkol. Normally this will be through ~~the~~ *Anne Marie* **Archivist**. Details of any complaint will not be shared except in so far as it may be necessary in order to ensure all the required information is accessed.
5. **The Assessor**, once briefed to undertake an investigation, is given access to any information he/she may require. This will normally be gained by working through the Response Coordinator.
6. **Sisters Personal Files** - The Response Coordinator is given access to all files of Sisters who are involved in any way in a complaint. The Response Coordinator approaches (a) the Archivist if the file is of a deceased Sister (b) the Congregational Leader if the file is of a living Sister.

*or Vicar*