

# **Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information Policy**

## **General Principles**

As an organisation using the Disclosure and Barring Service (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Ladybirds Pre-School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

## **Storage and access**

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## **Handling**

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

## **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.


## **Retention**

Once recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure shredding. While awaiting destruction, Disclosure information will be kept in our secure shred-it receptacle. We will not keep any photocopy or other image of the Disclosure or any copy or

representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

This policy was adopted by	<u>Ladybirds Pre School</u>	<i>(name of provider)</i>
On	<u>19<sup>th</sup> March 2019</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Gerard O'Neill</u>	
Role of signatory (e.g. chair, director or owner)	<u>Trustee</u>	