

# Secure storage, handling, use, retention and disposal of disclosures and disclosure information Policy 2017

## Monitoring

By	Review period	Method
Governing Body		Meeting

Ownership: Human Resources Manager

## Revision History

Review	Changes	Next review date
February 2017	Review of Policy	



## **Purpose**

All individuals or organisations using the Disclosure and Barring Service (DBS) service to help assess the suitability of applicants for positions of trust, and who are recipients of Disclosure information, must comply fully with the DBS Code of Practice. Amongst other things, this obliges them to have a written policy on the correct handling and safekeeping of Disclosures and Disclosure information. It also obliges them to ensure that a body or individual, on whose behalf they are countersigning Disclosure applications, has such a written policy and, if necessary, to provide a model for that body or individual to use or adapt for this purpose. As an organisation using the DBS disclosure service St Joseph's Catholic College complies fully with the DBS Code of Practice.

## **Storage, access and handling**

Disclosure information is never kept on an applicant's personal file and is always kept separately and securely in a lockable, non portable storage container with access limited to those who are entitled to see it as part of their duties. The personal file should contain details of the level of DBS check, the disclosure number and the date that the disclosure was issued.

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. It is a criminal record to reveal this information to anyone who is not entitled to receive it.

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 a recruitment (or other relevant) decision has been made the disclosure information should not be kept for any longer than is necessary. This is generally for 6 months to allow for the consideration and resolution of any disputes or complaints. If, in exceptional circumstances it is necessary to keep Disclosure information for longer, we will consult with the DBS and give full consideration to the data protection and human rights of the individual before doing so.

## **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). 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.