



STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURE INFORMATION POLICY

See Appendix : Retention of Records Guidelines

Swallows and Stawley Under Fives Preschools use the DBS service provided by Capita and 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.

Storage and access

Disclosure information should be kept securely, in lockable, non-portable, storage containers and access only to those 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 authorised to receive it as part of their duties.

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 a recruitment decision has been made, we will not keep Disclosure information for any longer than necessary.

Disposal

Once no longer required, we will ensure that any Disclosure information is destroyed by secure means (eg shredding, pulping or burning). We will not keep any photocopy or other image of the 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.