



Policy on Secure Storage, Handling, Use and Retention of Disclosure Information

General principles

As an organisation using the Access NI to help assess the suitability of applicants for positions of trust, Dunmurry Community Association complies fully with the codes of practice regarding the correct handling, use, storage, retention of disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation relating to the safe handling, use, storage, retention of disclosure information.

Storage and access

Disclosure information should be kept securely, either as an electronic file or 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. Disclosure information will not be kept on the applicant's personnel file.

Handling

In accordance with section 124 of the Police Act 1997, certificate 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 certificates or certificate 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 a recruitment (or other relevant) decision has been made, we do not keep certificate 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 with Access NI 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 Access NI certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate 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 certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.