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

**General Principles**

As an organisation using DBS service to help assess the suitability of applicants for positions of trust, Pegasus Childcare Centre complies fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosures information. It also complies fully with obligations under the Data Protection Act 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 with access strictly controlled and limited to those who are entitled to see it as part of their duties.

**Handling**

In accordance with 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 disclosure and 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 a recruitment decision has been made, we do not keep disclosure information for any longer than necessity. This is generally for a period of up to 6 months, to allow for the consideration and resolution of any disputes or complaints. If in very exceptional circumstances it is considered necessary to keep disclosing information for longer than 6 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 means e.g. shredding or burning. While awaiting destruction, disclose information will not be kept in any insecure 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 data issue of the disclosure, the name of the subject, the type of disclosure requested, the position for which disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

***This Policy and Procedure has been adopted by Pegasus Childcare Centre***

**Signatures on behalf if the setting by:**

………………………………………………………. **Chairperson**

………………………………………………………. **Manager**

………………………………………………………. **Deputy Manager**

**Date of Implementation** - September 2017  **Date  Reviewed**- September 2019   **Date Reviewed and updated** -September 21

**Date Reviewed** - ……………………………                 **Date Reviewed** - …………………