



## Policy for Securing Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

**General Principles** - Pippins Pre-school and Nursery complies fully with the Disclosure and Barring Scheme (DBS) to help assess the suitability of applicants for positions of trust. We comply with the Code of Practice for 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, including; the safe handling, use, storage, retention and disposal of Disclosure information.

All managers, staff members, volunteers and members of the trustee directors must have a DBS check completed.

**Storage and access** - Disclosure information is kept securely in a lockable, non-portable, storage unit 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 ensure all authorised persons are aware that 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 Disclosure information for any longer than 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 means e.g. 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

This policy was adopted at a meeting of Pippins Pre-school and Nursery

Held on Thursday 19<sup>th</sup> October 2023

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chair etc.)

Chair

Commenced 2008 - Reviewed 22.10.2020, 26.01.2024