



## Securing Storage, Handling, Use, Retention & Disposal of Disclosures & Information

### General Principles

As an organisation using the Disclosure and Barring scheme (DBS) to help assess the suitability of applicants for positions of trust, Kidz Star Club complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This written policy on these matters is available to those who wish to see it on request.

**Storage and access** Disclosure information is 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 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 records of 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. We keep a record of the date of issue of a disclosure, the name of the subject, and the unique reference number.

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

Held on (date) Tuesday 16<sup>th</sup> October 2018

Signed on behalf of the Management Trustee Directors

Chairman

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

Commenced 2011 - Reviewed 16.10.18