



Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

1. General Principles

- 1.1 As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants' for positions of trust, Ellesmere College complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure certificates and Disclosure information.
- 1.2 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 and this written policy is available to those who wish to see it on request.

2 Storage and Access

- 2.1 Disclosure certificates and relevant information will 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.

3 Handling

- 3.1 In accordance with Section 124 of the Police Act 1997, Disclosure certificates and relevant information is only passed to those who are authorized to receive it in the course of their duties.
- 3.2 We maintain a record of all those to whom Disclosure certificates and relevant information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

4 Usage

- 4.1 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.

5 Retention

- 5.1 Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure certificates or relevant 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.
- 5.2 If, in very exceptional circumstances, it is considered necessary to keep certificate 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.



6 Disposal

- 6.1 Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, ie by shredding, pulping or burning.
- 6.2 While awaiting destruction, Disclosure certificate information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack).
- 6.3 We will not keep any photocopy or other image of the Disclosure certificate or any copy or representation of the contents of a certificate.
- 6.4 However, notwithstanding the above, we may keep a record of:
 - 6.4.1 the date of issue of a Disclosure certificate;
 - 6.4.2 the name of the subject;
 - 6.4.3 the type of certificate requested;
 - 6.4.4 the position for which the certificate was requested;
 - 6.4.5 the unique reference number of the certificates;
 - 6.4.6 the details of the recruitment decision taken.

Authorised by	The Head
Date	January 2015

Reviewed by	DHP
Date	January 2015