



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

As an organisation using the Disclosure and Barring Service (DBS) to assess the suitability of job applicants and Committee Members, we fully comply with the DBS Code of Practice regarding the correct handling use, storage, retention and disposal of Disclosure and Disclosure information.

Disclosure information will be kept in a secure, lockable cabinet with access restricted to the Manager, Chair and Office Manager.

In accordance with Section 124 Police Act 1997, Disclosure information is only passed to those who are authorised to receive it. We maintain a record of all those to whom Disclosure or Disclosure information has been revealed and recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's consent has been given.

Once a recruitment decision has been made, we do not keep Disclosure information for any longer than is necessary, generally for up to 6 months. During this period we will adhere to the conditions regarding safe storage and restricted access.

Once the retention period has elapsed, any Disclosure information will be shredded or burnt. We will not keep any photocopy or other image of the Disclosure. However, we may keep a record of the following: Date of issue, the name of the subject, type of disclosure requested, unique reference number, position for which certificate was requested and the details of the recruitment decision taken.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information Policy will be reviewed on:

Date: **Signed:**

Name: **Post:**

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