



Registered Charity No: 1128799

**Secure storage, handling, use,  
retention and disposal of disclosure  
information.**

All policies last reviewed August 2011  
To be reviewed by August 2012

## **Secure Storage, Handling, Use, Retention & Disposal of disclosure information.**

### **General Principles**

As an organisation using the Criminal Records Bureau Disclosure service to help assess the suitability of applicants for positions of trust, The Hollies complies fully with the CRB's code of practice regarding the correct handling use and retention and disposal of Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling and storage of information.

### **Storage and Access**

Disclosure information will be kept securely, in lockable, non-portable storage. Access will be strictly limited to those who are entitled to see it as part of their duties.

### **Handling**

In accordance with section 127 of the police act, Disclosure information is only passed on to those who are authorized to see it in the course of their duties. It is an offence to pass this information on 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 applicants full consent has been given.

### **Retention**

Once a recruitment decision has been made, we do not keep disclosure information for any longer than is necessary. This is for a period of six months, to allow for the consideration and resolution of any disputes and complaints. If, in very exceptional circumstances it is considered necessary to keep the information for longer, we will consult the CRB and give full consideration to the data protection and rights of the individual before doing so.

### **Disposal**

Once the retention period has elapsed, we will ensure that any disclosure information will be destroyed by secure means. We will

not keep a photocopy of the disclosure, or any copy of representation of its contents. However we may keep a record of the date of issue and the name of the subject and the type of the disclosure requested along with the reference number and any recruitment decisions taken.