



**Policy Name:**

**POLICY STATEMENT ON THE SECURE  
STORAGE, HANDLING, USE,  
RETENTION & DISPOSAL OF  
DISCLOSURES & DISCLOSURE  
INFORMATION**

**Version: Final**

**Date Approved: 28.11.16**

**Review Date: Autumn 2017**

# **POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURES & DISCLOSURE INFORMATION**



## **General Principles**

- 1.1 As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to help assess the suitability of applicants for positions of trust, the Council complies fully with the (DBS) Code of Practice regarding the correct 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 pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

## **Storage & Access**

- 1.2 Disclosure information is never kept on an applicant's personnel file and is always kept separately and 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**

- 1.3 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 we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## **Usage**

- 1.4 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**

- 1.5 Once a recruitment (or other relevant) decision has been made; we do not keep Disclosure information for any longer than is absolutely 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 individual subject before doing so.

Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

### **Disposal**

- 1.6 Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. 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 of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep an electronic image of the Disclosure details on the respective personal file confirming the date of issue, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested and the unique reference number of the Disclosure. This information is also recorded and stored for monitoring purposes.

### **Acting as an Umbrella Body**

- 1.7 Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other voluntary organisations within Torfaen County Borough boundaries), we will take all reasonable steps to ensure that they can comply fully with the (DBS) Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the (DBS) Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.