

Policy on Secure storage, Handling, Use, Retention & Disposal of Disclosures and any Disclosure Information

General principles

We are an organisation using the Disclosure and Barring Service (DBS), formerly known as CRB. We do this to help us assess the suitability of applicants for positions of trust and in doing so we fully comply with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. Blackwell Montessori Nursery School Ltd also fully complies with the Data Protection Act 1998 and has a written Confidentiality Policy, which is available to those who wish to see it on request.

Storage and access

Disclosure information should 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.

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 a record of all those to whom disclosure or disclosure information has been revealed and 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 recruitment or other relevant information has been made, we do not keep disclosure information for any longer that is necessary. This is generally for a period of up to 6 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 longer than 6 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 or burning. Whilst awaiting destruction, disclosure information will be kept in a secure place and we will not keep a photocopy or any other image of the disclosure or its contents. We may however keep a record of the date of issue, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.