



SECURE STORAGE, HANDLING, USE, RETENTION, AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION

1. Background

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

A DBS check may be needed for:

- certain jobs or voluntary work, eg working with children or in healthcare
- applying to foster or adopt a child

2. Responsibilities

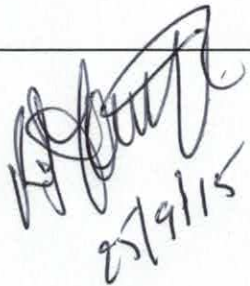
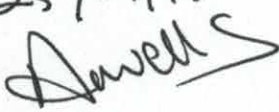
General Principles

As an organisation using the DBS Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, Tir Coed complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

Tir Coed complies fully with its obligations under the Data Protection Act 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.

3. Tir Coed Code of Practice

- **Storage and Access:** 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:** 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.
- Tir Coed will maintain a record of all those to whom Disclosures or Disclosure information has been revealed and Tir Coed recognise that 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 a recruitment (or other relevant) decision has been made, Tir Coed will 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, Tir Coed will consult the DBS about this. The DBS will give full consideration to the Data Protection and Human Rights individual subject access requirement before giving consent.
- **Disposal:** Once the retention period has elapsed, Tir Coed will ensure that any Disclosure information is immediately 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).
- Tir Coed will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.
- However, notwithstanding the above, Tir Coed will keep a record of the date of issue of a Disclosure, 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.

LAST REVIEWED	
DATE: 25/09/15	 25/9/15
SIGNED: 	
POSITION: Vice Chair	
on behalf of the Tir Coed Board of Directors	