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

### 1. Background

All organisations using the Criminal Records Bureau (CRB) Disclosure Service to help assess the suitability of applicants for positions of trust and who are recipients of Disclosure information must comply fully with the CRB Code of Practice.

The Code places an obligation on such organisations to have a written policy on the correct handling and safekeeping of Disclosure information. The following principles contained in this policy will ensure compliance with the Code in this respect.

### 2. Responsibilities

#### General Principles

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

Wise Up 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. Wise Up 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.

Wise Up will maintain a record of all those to whom Disclosures or Disclosure information has been revealed and Wise Up 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, Wise Up 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, Wise Up will consult the CRB about this. The CRB 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, Wise Up 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).

Wise Up 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, Wise Up 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.

**Policy adopted on 23<sup>rd</sup> June 2009**

**Review date June 2010**

**Signed Louise Murray**

**Jayne Palmer**

**Careena Gordon-Evans**

**Janice Twigg**

**Susie Jewell**