

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

VAE complies fully with the CRB Code of Practice regarding the correct handling, use and storage, retention and disposal of Disclosures and Disclosure Information. It also complies fully with its obligations under the Data Protection Act (Data Protection Policy) and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

7.1 Storage and Access

Disclosure information is kept separately and securely in a lockable cabinet controlled and limited to those who are entitled to see it as part of their duties. A record will be maintained of all those to whom disclosure information has been revealed.

7.2 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 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.

7.3 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.

7.4 Retention

Disclosure information is not kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to aid 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 CRB about this and will give full consideration to the Data Protection and Human Rights of the individual. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

7.5 Disposal

Once the retention period has elapsed, any Disclosure Information will be immediately destroyed by secure means, i.e. by shredding. Photocopies or other image of the Disclosure or any copy or representation of the contents of a Disclosure will also be destroyed. Manager VAE will maintain a record of the following information relating to the Disclosure:

- Date of issue.
- Name of the subject.
- Type (Standard, Enhanced).
- Position for which the Disclosure was requested.
- Unique reference number.
- Recruitment decision taken.

8. RESPONSIBILITY

All those persons referred to within the scope of this policy are required to be familiar with the terms of this policy.