



Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

1) Policy

1.1 This policy exists to ensure that Dudley Mind complies with our obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information.

1.2 As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess the suitability of applicants for positions of trust, Dudley Mind complies with the CRB Code of Practice regarding correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information.

1.3 Disclosure information is information contained in criminal record certificates issued by the CRB and could include details of spent and unspent convictions, warnings, cautions and information about suitability for working with children and vulnerable adults.

1.4 It is a requirement of the CRB's Code of Practice that all Registered Bodies must have a written policy on the correct handling and safekeeping of Disclosure information. It also obliges Registered Bodies to ensure that a body or individual, on whose behalf they are countersigning Disclosure applications, has a written policy.

2) General principles

2.1 As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Dudley Mind complies fully with the CRB 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.

3) Storage and access

3.1 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.

4) Handling

4.1 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 it is a criminal offence to pass this information to anyone who is not entitled to receive it.

5) Usage

5.1 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.

6) Retention

6.1 Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

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

7) Disposal

7.1 Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning.

7.1.1 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 or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

7.1.2 However, notwithstanding the above, we may 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.

8) Changes

Dudley Mind reserves the right to change the provision of the Dudley Mind Storage, handling policy by amendment, addition, deletion or substitution of new procedures from time to time at its discretion. Employees will be consulted and notified of changes by appropriate means.