

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

Statement of intent

As an organisation we recognise the importance of using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of care and trust.

Aim

We aim to comply with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information.

We do this by complying fully with our obligations under the Data Protection Act 1998 and The General Data Protection Regulation 2018, (GDPR), relating to the safe handling, use, storage, retention and disposal of disclosure information.

Methods

Storage and access

- ★ Basic disclosure information will be kept securely on a computer, with access strictly controlled and limited to those who are entitled to see it as part of their duties. This information will consist of:
 - Staff member's name
 - Job title
 - Online application reference number
 - DBS certificate number
 - Date certificate viewed
 - Person who viewed certificate
 - Registering setting, and
 - Registration date.
- ★ Where internet DBS's are obtained, they will only be held on the Director of Care and Education's computer, which is password protected and has the correct security systems in place.
- ★ The DBS update service will be used for staff who have registered. The Director of HR and Training will use the staff members update ID to log in and check for any new data.

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 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. If, in very exceptional circumstances, it is considered necessary to keep

disclosure information for longer than six months, we will consult the DBS about this and consider 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, pulping or burning. Internet disclosures will be deleted from computer files. 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.

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.

This policy was adopted by Once upon a time nursery school

Date: 24 September 2007

Amended on: 6 January 2020

Signed on behalf of the nursery

To be reviewed: Annually or sooner if any matters arise