



Joint Headteachers: Ms Danielle Boder-Cohn & Mrs Daniella Spector

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Policy statement of secure storage, handling use, Retention and disposal of disclosures and disclosure information.

Storage and access

Disclosure information should be kept securely, in lockable 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. 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.

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

Disclosure information is not kept for any longer than is necessary, this is generally for a period up to six months, to allow for the consideration and resolution of any disputes or complaints. If in very exceptional circumstances it is necessary to keep disclosure information for longer than six months, we will consult the CRB about this and give full consideration to the data protection and human rights of the individual before doing so.

Disposal

Once retention period has elapsed we will ensure that any disclosure information is immediately destroyed by secure means, i.e. by shredding.

We will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure. However, we may keep a record of the date of issue of a disclosure, the name of the subject, type of disclosure requested, position for which the disclosure was requested, unique reference number of the disclosure and details of the recruitment decision taken.

January 2009