FOWEY PRE-SCHOOL

# USE, STORAGE AND DISPOSAL OF DISCLOSURE INFORMATION POLICY

As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, Fowey Pre-school 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.

## Storage and access

Disclosure information will 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.

## Handling

Disclosure information is only passed to those who are authorised to receive it in the course of their duties. 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 to employ a person, 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.

## Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is destroyed by secure means, e.g. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle e.g. waste bin). 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, 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.

## EYFS key themes and commitments

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| --- | --- | --- | --- |
| **A Unique Child** | **Positive**  **Relationships** | **Enabling**  **Environments** | **Learning and Development** |
| 1.3 Keeping Safe | 2.1 Respecting each other | 3.4 The wider context |  |

Date of next review: September 2024

Signed………………………………….. Position………………………….. Date………….

Copies of the original signed document are available upon request.

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