

POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION

1. Purpose of the Policy

Peterborough City Council will comply fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. We also comply fully 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. The key principles below outline how this will be achieved.

2. Key Principles

- Disclosure information is always kept separate from personal files and 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.
- 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.
- Disclosure information is only used for the specific purpose for which it has been requested and for which the applicant's full consent has been given.
- Once a recruitment (or other relevant) decision has been made, the Council does not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months. If, in 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 subject before doing so.
- Units that are subject to inspections by either Ofsted or the Care Quality Commission (CQC) can retain disclosures until the next annual inspection. Once the inspection has taken place the disclosures should be destroyed.
- Once the retention period has elapsed, the Council will ensure that any Disclosure information is immediately destroyed by secure means. The Council 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, the council may keep a record of the date of the issue of the Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference of the Disclosure and the details of the recruitment decision taken.

This page is intentionally left blank