

# **Policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information**

## **Compass Disability Services**

Units 11 – 12 Belvedere Trading Estate  
Taunton, TA1 1BH

January 2014

Date for Review: January 2019

### **Introduction**

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Compass Disability Services complies fully with the DBS Code of Practice

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/143662/cop.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/143662/cop.pdf)) 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 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of personal data and has a written policy on these matters. These documents are available upon request.

### **Storage and Access**

Disclosure identity checks are completed in the presence of the applicant with all identity papers returned immediately. Upon receipt of a disclosure from the applicant, the date and disclosure reference number are noted on file and, if clear, returned immediately to the applicant. Should a disclosure reveal something that requires investigation, with the permission of the applicant, the disclosure will be retained securely for a period of no longer than 6 months in order for a recruitment decision to be made, at which point the disclosure will be returned to the applicant. The Finance and HR Manager will access the update service in order to complete annual online checks on all applicants disclosure status. If disclosures are still clear the date of the check will be recorded and no further action will be taken. If the disclosure reveals information of concern then a full investigation will take place.

### **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. 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.

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## **Disposal**

We will not keep any photocopy or other image of disclosures or any copy or representation of the contents of a disclosure. However, notwithstanding the above, we will 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 of the disclosure and the details of the recruitment decision taken.

## **Policy Revisions**

This policy will be reviewed every five years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees or volunteers should pass suggestions or recommendations for the revision of any aspect of the policy through normal channels to the Chief Executive.

### ***Associated Information:***

- Disclosure and Barring Service (DBS) Criminal Records Checks Policy
- Data Protection Policy

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