



POLICY ON STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF CRIMINAL DISCLOSURES AND DISCLOSURE INFORMATION (DISCLOSURE AND BARRING SERVICE)

➤ **General Principles**

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for licences, Torrige District Council complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. The Council also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation.

➤ **Storage and Access**

Disclosure information will be kept securely in a lockable, non-portable cupboard with access strictly controlled and limited to those who are entitled to see it as part of their statutory duties.

➤ **Handling and Usage**

Disclosure information will only be seen by those members of staff who are authorised to receive it in the course of their duties. Disclosure information will only be used for the specific purpose for which it has been requested and for which the applicant's full consent has been given. We will keep a copy of each Disclosure application for our records until the Disclosure itself is received from the DBS.

➤ **Retention**

We will not keep Disclosure information for any longer than is necessary. Once a decision has been made about the suitability of an applicant, the Disclosure will be destroyed. If necessary, we may hold Disclosure information for a maximum of six months to allow for the consideration and resolution of any disputes or complaints. In exceptional circumstances, we may retain Disclosure information for more than six months but we will consult the DBS and will give full consideration to the data protection and human rights of the individual before doing so.

➤ **Disposal**

We will ensure that any Disclosure information is destroyed by secure means. This will normally be done by shredding material. We will not keep a photocopy or other image of the Disclosure. We may, however, keep a record of the date of issue of a Disclosure, the name of the subject, the position for which the Disclosure was requested, the unique reference number of the Disclosure, the decision taken in relation to the application and the date the Disclosure information was destroyed.