Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

**General Principles**

As an organisation using the Disclosure and Barring service (DBS) to help us assess the suitability of application for positions of trust, Westfield Playgroup complies fully with the DBS code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure information. It also complies fully with its obligations under the Information Commissioner’s Office and the Data Protection act 1998.

**Storage and access**

Disclosure information should be kept away securely, in lockable, non-potable, storage container, with access strictly controlled and limited to those who ae entitled to see it as part of their duties.

**Handling**

In accordance with Section 124 of the Police Act 1977, 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**

Once a recruitment (or other relevant) decision has been made, we do not keep the Disclosure information for any longer than is necessary. We keep a record of the date of issue, the name of the subject, the position for which the Disclosure was requested, the unique reference number then the DBS form is given back to the named applicant.