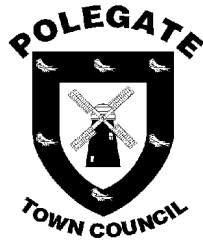


Polegate Town Council



Storage of Criminal Records Bureau (Now DBS) Disclosures POLICY

| Policy Number 20 | | |
|-------------------------|-----------------------|--|
| Issue No. | Date completed | Details of amendments |
| 1 | June 2006 | Header added, adopted Annual Stat Meeting 2016 |
| 2 | May 2007 | Annual Stat Meeting Adopted |
| 3 | May 2008 | Annual Stat Meeting Adopted |
| 4 | May 2009 | Annual Stat Meeting Adopted |
| 5 | May 2010 | Annual Stat Meeting Adopted |
| 6 | May 2011 | Annual Stat Meeting Adopted |
| 7 | May 2012 | Annual Stat Meeting Adopted |
| 8 | May 2013 | Annual Stat Meeting Adopted |
| 9 | May 2014 | Annual Stat Meeting Adopted |
| 10 | May 2015 | Annual Stat Meeting Adopted |
| 11 | May 2016 | Adoption at Annual Stat Meeting 23rd |
| 12 | 22.05.17 | Adopted at Annual Stat Meeting |



Storage of Criminal Records Bureau (CRB) Disclosures Policy

Policy for the safe storage, handling, use, retention and disposal of CRB Disclosures and Disclosure information

Key Points:

- Polegate Town Council complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of CRB Disclosures and Disclosure information
- CRB Disclosure information is only passed to those who are authorised to receive it in the course of their duties
- The Council maintains a record of those to whom Disclosures or Disclosure information has been revealed
- The Council does not keep Disclosure information for any longer than is necessary, generally up to six months
- Disclosure information is destroyed by shredding once the retention period has elapsed
- The Council will keep a record of the date of issue of a Disclosure, the name of the subject, the type requested, the position for which it was requested, the unique reference number and the details of the recruitment decision taken.

General Principles

As an organisation using the CRB Disclosure service to help assess the suitability of applicants for positions of trust, Polegate Town Council complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of CRB Disclosures and Disclosure information. The Council complies fully with obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Receipt of CRB Disclosure

CRB Disclosure information is handled only by those who jobs deem it essential, and is treated with all due confidentiality and discretion, in accordance with the Data Protection Act 1998.

Storage and Access

Disclosure information is 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

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. The Council maintains 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 else who is not entitled to receive it. Failure to comply with this could result in disciplinary action and/or criminal proceedings.

In instances where employees supply a copy of their CRB Disclosure certificate to their local manager for purposes of proving that they have a valid CRB check the CRB certificate will be handled, stored, disclosed and destroyed in line with this policy. Any queries relating to the CRB Disclosure will be directed to the Town Clerk.

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, the Council 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. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, the Council will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail. With regard to the retention of CRB Disclosures for employees in social care services, the Council will need to retain a copy of these CRB Disclosures for twelve months from the date the Disclosure certificate is received, after which the certificate must be shredded.

Disposal

Once the retention period has elapsed, the Council will ensure that any Disclosure information is immediately destroyed securely by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). 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 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 number of the Disclosure and the details of the recruitment decision taken.

June 2006