**STICK FISH PRE-SCHOOL SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION**

**POLICY STATEMENT**

As an organisation using the DBS (formerly CRB) to help assess the suitability of applicants for positions of trust, Sticky Fish Pre-school complies fully with the DBS Code of Practice 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 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request. We will comply with the General Data protection rules that came into effect from May 2018.

**WRITTEN POLICY**

* **Storage and Access** – Disclosure information will be kept securely, in a lockable non-portable filing cabinet with access strictly controlled and limited to those who are entitled to see it as part of their duties. These persons include the pre-school Manager and Deputy Manager, as well as the Trustees of the pre-school. Please see our Privacy Notice and Data Protection Policy for detailed information.
* **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 pre-school manager 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 who is not entitled to receive it. (See Data Protection Policy and Privacy Notice)

Note: when required by statutory duty to retain Disclosures for inspection purposes, the Disclosure will be destroyed immediately following the inspection.

* **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.
* See our policy on data protection as well as the Privacy Notice for adherence to the GDPR
* **Retention** – Once a recruitment (or other relevant) decision has been made, we 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, we will consult the DBS 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.
* **Disposal** – Once the retention period has elapsed, the manager will ensure that any Disclosure information is destroyed by secure means, eg by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack) but kept locked in the safeguarding file. We will not make or 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 manager 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.

Reviewed: May 2023 Next review: June 2024

Signed: E. Tomlinson Position: Pre-school Manager