



Policy Statement Secure Storage, Handling, Use, Retention & Disposal of Disclosure Information

General Principles

As an organisation using the Disclosure and Barring System (DBS) Disclosures service to help assess the suitability of applicants for positions of trust, Woodcroft Pre-School and Wrap Around Care 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 GDPR Act which has been enforced since 25th May 2018 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.

Storage and Access

Disclosure information should be 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

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 Disclosure 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 the purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decisions 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, allow for the considerations and resolutions of any disputes or complaint's. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information longer than six months, we will consult the DBS about this and will give full consideration to the GDPR and human rights of the individual before doing so. Throughout this time, controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e., by shredding, pulping, or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste stack). We will not keep any photocopy or other image of the Disclosure or any copy of representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the data of issue of a 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.

Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with DBS code and in full accordance with this policy. We will also ensure that anybody or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adopt for the purpose.

Woodcroft Primary School

The school senior administration officer will have access to the DBS of all Woodcroft Pre-school staff, numbers will be recorded and whether the DBS is Cleared and the date for renewal. This information will be treated as confidential information and will be stored in Woodcroft Primary school office and will be locked away. The reason for this information being shared is due to Woodcroft Pre-school & Wrap Around Care looking after school children during school holidays and during the breakfast club and afterschool club.

If a person applies for a DBS and it comes back with a positive response this will also be shared with Woodcroft Primary School senior administration officer this information will be discussed by the pre- school Manager and the senior admin officer. A statement about the positive DBS will be attached to the persons DBS number with the reasons for employment this will be after consultation with Woodcroft Pre-school & Wrap Around Care Trustees.

Woodcroft Pre- school & Wrap Around Care staff give permission for their DBS information to be shared with Woodcroft Primary School and other schools that we deliver holiday childcare to they can contact the admin officer of Woodcroft Primary

School who in turn will share this information with other schools where Woodcroft Pre-school & Wrap Around Care have children from.

Policy adopted October 2019

Signed Director

company secretary

Signed Senior Administration Officer

Dated.....

Woodcroft Pre-School and Wrap Around Care