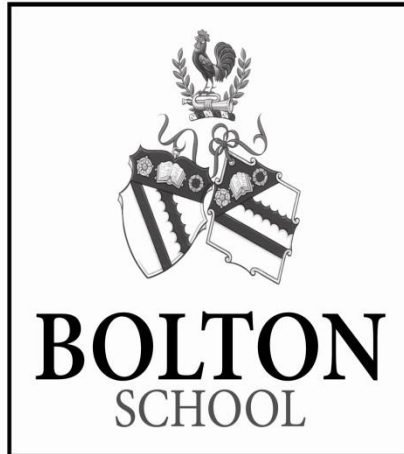


# BOLTON SCHOOL



## SECURE STORAGE OF CRB/DBS DISCLOSURES POLICY AND PROCEDURE

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# **Bolton School – Policy, Procedure and Guidelines on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure information for Staff.**

## **1. Purpose and Principles**

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Bolton School will comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. The School will also comply fully with guidance issued by DfE, and will meet 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.

## **2. Scope**

This policy and procedure will apply to records for all volunteers, Governors, full, and part time employees of the School, including those employed on temporary or fixed term contracts. This policy and procedure will be regularly reviewed and may be amended from time to time.

## **3. Procedure**

### **3.1 Storage and Access**

Disclosure information will be kept securely, in lockable, non-portable cupboards. Access will be strictly controlled and limited to those who are entitled to see the disclosure information as part of their duties.

### **3.2 Handling**

In accordance with section 124 of the Police Act 1997, disclosure information will only be passed to those who are authorised to receive it in the course of their specific duties, relevant to recruitment and vetting processes. The School will maintain a record of all those to whom disclosures or disclosure information is revealed, and recognise that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

### **3.3 Usage**

Disclosure information will only be used for the specific purpose for which it was requested, and for which the applicant's full consent has been given.

### **3.4 Retention**

When disclosure certificates are received the details will be entered onto the School's Personnel Software System, PASS by a member of staff in the Personnel Department and the certificate or copy of the original certificate will then be destroyed. The DBS application form reference number, date of issue of disclosure, unique number (issued by the DBS), and type of disclosure will be recorded on the system. If a member of staff requests access to the disclosure information (in line with 3.2 above) the name of the staff member, reason for request, and the date they accessed the information will be recorded on the PASS system. In respect of recruitment decisions disclosure information received at the School will be destroyed once the recruitment (or other relevant) decision is made. The documents and other information, if applicable, will not be kept for any longer than is necessary. This will generally be 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 in respect of a recruitment decision for longer than six months the School 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 conditions regarding the safe storage and strictly controlled access (in line with 3.1 above) will prevail.

### **3.5 Disposal**

The School will ensure that any disclosure information is destroyed by secure means, i.e. as confidential waste. Data held on a computer will also be disposed of carefully, using the method which is appropriate at the time, and in line with the recommendation made by the Head of ICT Services. While awaiting destruction, disclosure information will be kept in a secure receptacle, normally a locked drawer or cupboard. The School will not keep any photocopy or other image of the disclosure document or any copy or representation of the contents of a disclosure.