

Waltham Forest Dyslexia Association

Secure Storage, handling, use, retention and disposal of Disclosures and Disclosure Information Policy

General principles:

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Waltham Forest Dyslexia Association (WFDA) compiles fully with the CRB 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 and other relevant legislation pertaining to the safe handling, use storage, retention and disposal of Disclosure information and has a written policy on this matter, which is available to those who wish to see it on request.

Storage and access:

Disclosure information is never kept on an applicant's personnel file and is always kept separately and 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 we are authorised to receive it in the course of their duties. We maintain a record of all those whom Disclosure or Disclosure information has been revealed and we recognise that 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 Disclosure information for any longer than is absolutely 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 CRB about this and will

give full consideration to the Data Protection Act and human rights for the individual subjects before doing so.

Throughout this time, the usual conditions regarding storage and strictly controlled access will prevail.

Disposal:

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning.

While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack). We will not keep any photocopy or any other image of the Disclosure, the name of the subject, the type of Disclosure requested the position of which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Secure Storage, handling, use, retention and disposal of Disclosures and Disclosure Information Policy Version Number	1
Approval Date	
Approved by	Waltham Forest Dyslexia Association Board of Trustees