



POLICY STATEMENT

SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURE AND DISCLOSURE INFORMATION

General Principles

S&B Automotive Academy uses the Disclosure & Barring Service service to help assess the suitability of applicants for positions of trust, namely for teaching and supervisory staff in a work based learning academy for people aged 14 to 25. S&B Automotive Academy complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. S&B Automotive Academy complies fully with its obligations under the Data Protection Act 1988 and other relevant information pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a written policy that is available on request.

Storage and Access

Disclosure information will be kept 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 authorized to receive it in the course of their duties. S&B maintain a record of those to whom Disclosures or Disclosure information has been revealed. It is a criminal offence to pass on 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 has given express consent.

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Retention

Once recruitment or other relevant decision has been made the Disclosure information will not be kept for any longer than is necessary. This is generally for a period up to six months to allow for consideration and resolution of any disputes or complaints. If in exceptional circumstances it is considered necessary to keep Disclosure information for longer than six months the CRB will be consulted and full consideration will be given of the data protection and human rights of the individual. Throughout this time the usual conditions regarding the safe storage and controlled access will prevail.

Disposal

When the retention period has elapsed S&B Automotive Academy will ensure that any Disclosure information is immediately shredded. While awaiting disposal Disclosure information will be stored securely. S&B will not keep any photocopy or other image of the Disclosure or any copy or representation of the content of a Disclosure. S&B may keep a record of the issue date 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 details of the recruitment decision taken.

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