

Secure Storage, Handling, Use and Retention of Disclosures and Disclosure Information

Policy written by: Philippa Mills : October 2019
Next review date : September 2020

Policy Statement

General principles

As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to help assess the suitability of applicants' for positions of trust, 'The Organisation' (Bristol International College) complies with the DBS Code of Practice concerning Disclosure information, for agencies accessing the Disclosure service via umbrella agencies.

Storage and access

Completed Disclosure application forms waiting to be processed will not be kept in an applicant's personnel file, but will be kept separately and securely in lockable, non-portable storage containers. To allow tracking of the application, a record of the form number will be made, but no photocopies of forms will be taken

The date on which the check was completed and certificate number will be attached to the applicant's personnel file. Access to this information will be strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

Applicants will be asked to complete Disclosure forms in accordance with the umbrella agencies 'Guidance Notes for Applicants'. Once completed the applicant will return the completed form to the post(s) responsible within the organisation who will complete further details and pass on to the umbrella agency for processing, together with a checklist for ID and the appropriate fee. Completed forms awaiting processing will only be handled by those who are entitled to do so as part of their duties.

Usage

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

Retention

Applicants completed Disclosure forms will be passed as quickly as possible to the umbrella agency for processing to minimise the need to retain them. During any retention period the usual conditions regarding storage, access and handling will apply.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. 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 sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may 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.

This policy will be reviewed annually to ensure that The College is fully compliant.