



Policy statement on the secure storage, handling, use, retention and disposal of disclosures and disclosure information

General principles

As an organisation that uses the Disclosure and Barring Service (DBS) to help assess applicants' suitability for positions of trust, St Paul's Girls' School complies fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. We also comply fully with our obligations under the Data Protection Act 1998 and other relevant legislation about the safe handling, use, storage, retention and disposal of disclosure information. We have a written policy on these matters and anyone may request to see it.

Storage and access

We do not keep disclosure information on an applicant's personnel file but store it separately and securely, in lockable, non-portable, storage containers. Access is strictly 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, we only pass disclosure information to people who are authorised to receive it in the course of their duties. We maintain a record of everyone to whom we have revealed disclosure information or disclosures and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

We only use disclosure information for the specific purpose for which we requested it and for which the applicant has given full consent.

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, we consider it necessary to keep disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the individual subject's human rights and data protection rights before doing so. Throughout this time, the usual conditions about safe storage and strictly controlled access will apply.

Disposal

At the end of the retention period, we will ensure that any disclosure information is immediately destroyed by secure means. While awaiting destruction, we will not keep disclosure information in any insecure container (such as a 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. Even so, however, we may keep a record of a disclosure's date of issue, the subject's name, the type of disclosure requested, the position for which we requested it, the disclosure's unique reference number and the details of the recruitment decision we took.