

ABC NURSERY POLICIES AND PROCEDURES
POLICY 24: Handling, Use, Retention and Disposal of
Disclosures and Disclosure Information

- 24.1 As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust
- 24.2 The A.B.C. Nurseries complies fully with the DBS Code of Practice regarding the correct handling, use storage, retention and disposal of Disclosures and Disclosure information.
- 24.3 The A.B.C. Nurseries complies fully with its obligation under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. Please see the policy on compliance with the Data Protection Act (Policy No 34).
- 24.4 Disclosure information will be kept 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.
- 24.5 The handling of Disclosure information is only passed to those who are authorised to receive it in the course of their duties.
- 24.6 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.
- 24.7 Once a recruitment decision has been made the A.B.C. Nurseries will not keep Disclosure information for any longer than is necessary. This will be generally for a period of up to six months. If for any reason we decide to hold Disclosure information for longer than six months, we will consult the DBS about this and give full consideration to the data protection & human rights of the individual before doing so.
- 24.8 Once the retention period has elapsed, the A.B.C. Nurseries will ensure that any Disclosure information is immediately destroyed by secure means i.e. shredding.