



# Data storage policy

This policy was adopted by the Kingswood Pre-School Group on 31/01/2018

Policy review date: 31/01/2019

Signed:----- Date:-----

(Emma Austin – Chairperson of Kingswood Pre-School Group)

## Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

## **Policy statement**

It is a requirement of the DBS' Code of Practice that a body or individual using their DBS service must have a written policy on the correct handling and safekeeping of disclosure information.

To help meet this requirement TMG CRB has produced a sample policy which we have adapted for this purpose.

As an organisation using the Disclosure and barring service to help assess the suitability of applicants for positions of trust, the setting complies fully with the DBS 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 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. Our policy is available to those who wish to see it on request.

## **Procedures**

### Storage and Access

Disclosure information will be kept securely, 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 authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure Information has been revealed and 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 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 DBS about this

and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of the 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.

## Legal framework

- Part V Police Act 1997
- Data Protections Act 1998

## Further guidance

- Code of Practice Revised April 2009
- TMG CRB