

POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION

Background: All individuals or organisations using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust and who are recipients of Disclosure information must comply fully with the DBS Code of Practice. Amongst other things, this obliges them to have a written policy on the correct handling and safekeeping of Disclosure information.

General Principles: As an organisation the Disclosure and Barring Service (DBS) helps assess the suitability of applicants for positions of trust, the organisation 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 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage & Access: Disclosure information is stored electronically with access strictly controlled and limited to those who are entitled to see it as part of their duties (Administrator / Company Director).

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 (Registered Managers). We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage: Disclosure information is only for the specific purpose for which it was requested and for which the applicant's full consent has been given. In accordance with best practice, Omega Elifar co-ordinates 'repeat' Disclosures for all employees on a three yearly basis.

Retention/Disposal: The electronic copy of your current Disclosure information is saved as evidence that Omega Elifar has achieved requirements of the regulatory authority. We will not keep any photocopy or other image of previous Disclosures, however, will keep a record of the date of issue and the unique reference number of the Disclosure.

REGISTERED MANAGER	SIGNATURE	REVIEW DATE