



CRB Disclosure Policy

General principles:

As an organisation using the Criminal Records Bureau Disclosure service to help assess the suitability of applicants for positions of trust, St. Mark's Pre-school complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also 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.

Storage and access:

Disclosure information will be kept securely in a lockable, non-portable storage container 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 necessary. This is generally 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 CRB about this and give full consideration to the data protection and human rights of the individual before doing so.

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Disposal:

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. We may keep a record of the date of issue of a Disclosure, the name of the subject, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Signed: _____

Policy Date: _____

Review Date: _____