

Glyndŵr University

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

1 Background

All individuals or organisations using the CRB Disclosure service to help assess the suitability of applicants for positions of trust and who are recipients of Disclosure information must comply fully with the CRB Code of Practice. *Inter alia*, they are required:

- to have a policy on the correct handling and safekeeping of Disclosure information. ;
- to ensure that a body or individual on whose behalf they are countersigning Disclosure applications has such a written policy (and if necessary, to provide a model for that individual or organisation to adopt or adapt for that purpose)

2 Glyndŵr University Policy

2.1 Beliefs & Principles:

As an organisation using the Criminal Records Bureau (CRB) Disclosure service, Glyndŵr University is committed to complying fully with the CRB Code of Practice in relation to the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information and publicises this policy statement openly on our intranet.

2.2 Handling

In accordance with Section 124 of the Police Act 1977, we will pass Disclosure information only to those who are authorised to receive it in the course of their duties. We will keep a record of those to whom Disclosures and Disclosure information has been revealed, and will ensure that authorised recipients realise that it is a criminal offence to disclose the data to anyone not entitled to receive it. .

2.3 Usage

Disclosure information will only be used for the specific purpose for which it was requested, to which the applicant's consent was given by completing the CRB form.

2.4 Storage and Access

The Institute has a secure storage policy. In line with this policy, we will keep Disclosure information separately from the personal files of the individuals concerned. We will store the data in non-portable, lockable

and secure containers with access strictly-controlled and limited to those who need it as part of their duties.

2.5 Retention

Once a recruitment or other relevant decision has been made, we will normally destroy the stored Disclosure and Disclosure information within 6 months. If it is appropriate to exceed this period in exceptional circumstances e.g. to allow sufficient time for the full consideration of disputes, we will consult the CRB and will take into account relevant Data Protection and Human Rights considerations.

When Disclosures are destroyed, we may keep a record of uncontroversial facts such as the name of the subject, which counter signatory received a copy, the date of issue of a disclosure, the unique reference number of the Disclosure, the role for which the Disclosure was requested, and the recruitment decision taken.

2.6 Disposal

Once the retention period has elapsed, we will ensure that Disclosure information is destroyed by secure means, e.g. shredding, burning or pulping. Disclosure information will be kept secure while awaiting destruction. We will not keep photocopies, microfiche or any other form of representation of the Disclosure information.