

# HOME-START BRACKNELL FOREST

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## **Policy: Safe storage and handling of disclosure information policy (England and Wales)**

### **Policy Statement**

The trustees of Home-Start Bracknell Forest are committed to ensuring the safety and welfare of children and vulnerable adults supported by Home-Start. This policy has been adopted as part of our responsibility to undertake safe recruitment procedures including DBS checks.

### **General Principles**

As an organisation undertaking DBS checks to help assess the suitability of applicants for positions of trust, Home-Start Bracknell Forest complies fully with legislative procedures and recommended codes of practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information. Home-Start Bracknell Forest 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.

### **Storage and Access**

Home-Start Bracknell Forest will ensure that Disclosure Information is never kept on an applicant's personnel file and is always kept separately and securely, on a password protected e-document with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Handling**

Legislation requires that Disclosure Information should only be passed to those who are authorised to receive it in the course of their duties. Home-Start recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

*Safe storage and handling of disclosure information policy (England, Wales & N.Ireland)*

*Date last updated by HSUK: April 2014*

*18 September 2015*

Disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Home-Start will not keep Disclosure Information for any longer than is absolutely necessary once a decision has been made about the application. Normally this will be for up to a period of 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, Home-Start will consult the DBS about this and will give full consideration to the Data Protection Act. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

A record will be maintained of all those to whom disclosures or Disclosure Information has been revealed.

### **Disposal**

Once the retention period has elapsed, Home-Start will ensure that any Disclosure Information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure Information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). Home-Start will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, Home-Start may keep:

- a record of the date of issue of a Disclosure
- the name of a subject
- the type of Disclosure requested
- the position for which the Disclosure was requested
- the unique reference number of the Disclosure
- the details of the recruitment decision taken.

Every subject of a DBS check will be made aware of the existence of the relevant Code of Practice and a copy will be available on request.

Any matter revealed in a Disclosure will be discussed with the person seeking the position before withdrawing a conditional offer of employment or deciding that a prospective volunteer is not suitable for volunteering for Home-Start. Having a criminal record will not necessarily bar an applicant from working with Home-Start. This will depend on the nature of the position and the circumstances of the offences disclosed. (See [Home-Start's policy on the recruitment of ex offenders.](#))

Date policy adopted: 3<sup>rd</sup> June 2015

Signature of Chair: Hilary Mason

Date policy to be reviewed June 2018