



## **Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Information**

As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, Bradpole Preschool 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 2018 and other relevant legislation pertaining with the safe handling, use, storage, retention and disposal of Disclosure Information.

### **Procedures**

#### **Storage and access**

- Disclosure information is kept securely, in lockable, non-portable, storage containers 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 understand that it is a criminal offence to pass this information to anyone who is not entitled to receive it
- When required by statutory duty to retain Disclosures for inspection purposes, the disclosure will be destroyed immediately following the inspection

#### **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.



21

## 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
- We keep a record of the disclosure number, the date it was obtained and by whom
- 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.

This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2025

Date to be reviewed: Autumn Term 2026