

## **St Madoc Christian Youth Camp Handling, Use, Secure Storage, Retention & Disposal of Disclosures and Disclosure Information**

In consideration of our use of the Criminal Records Bureau Disclosure Service, to help assess the suitability of applicants for positions of trust, St Madoc Christian Youth Camp agree to comply with the CRB Code of Practice, Data Protection Act and other legislation in regard to the correct handling, use, storage, retention, and disposal of Disclosures and Disclosure information.

### **Storage and access.**

Disclosure information is never kept on an applicant's personal file but stored separately and securely, in a lockable, non-portable, storage container (e.g. filing cabinet), with access strictly limited to those who are entitled as part of their official duties. Those being Matthew Barney, Lead Recruiter, and Stuart McGlashan Recruiter and Child Protection Coordinator.

### **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 have 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 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, Disclosure information may be kept for up to six months for the resolution of disputes or complaints, unless there are exceptional circumstances. If this happens it will be done in consultation with the CCPAS Disclosure Unit who will seek advice from the CRB giving full consideration to the Data Protection and Human Rights legislation. The conditions regarding safe handling and storage will continue to apply.

### **Disposal.**

Once the retention period has lapsed, we will ensure that any Disclosure information is immediately and appropriately destroyed (e.g. by shredding, pulping or burning). While awaiting destruction, Disclosure information will continue to be kept securely. We will not keep any original documents or copies relating to the disclosure certificate. However, we may keep a record of it, i.e. the name, date, and type of disclosure, the position for which it was requested, the unique reference number and the details of the recruitment decision taken.

### **Our relationship with CCPAS as an Umbrella Organisation.**

We accept that the CCPAS Disclosure Unit, as our umbrella organisation, has a responsibility to ensure, as far as possible, that we comply with all the requirements in the CRB Code of Practice, this and other policy statements, and in other CRB procedures and processes. We undertake to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.