



STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURE INFORMATION POLICY AND PROCEDURE

Applicable to:	Stoolball England Volunteer Workforce
Date of Origination:	January 2009
Effective From:	February 2009
Lead Officer:	Stoolball England Welfare Officer
Status:	CURRENT
Approved by the Management Committee:	January 2017
Amendments Approved:	
For Review (Annually):	1 year from approval date

Stoolball England Welfare Officer
Last Updated:

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POLICY

Stoolball England will appoint an agent to process Criminal Record Bureau (CRB) Checks for those people whose position requires a CRB check and will comply fully with the CRB code of practice regarding the storage, handling, use, retention and disposal of Disclosure Information. Stoolball England will also comply fully with its obligations under the Data Protection Act and other relevant legislation regarding the use of CRB Disclosure Information.

PRINCIPLES

Storage:

- Disclosure Information will be transferred between The Agent and a nominated member of Stoolball England by a secure method such as Special Delivery
- All recipients of Disclosure Information will store all confidential documents issued by the CRB securely at all times. As a minimum, documents will be locked in non-portable storage containers separate from personnel records with access restricted to those required to see it as part of their professional duties.

Handling:

- In accordance with s.124 of the Police Act 1997, Disclosure Information will only be accessed by those authorised to receive it in the course of their duties. Upon request the subject of the disclosure information will be given details of the names of those who have had access to it.
- Stoolball England recognises that it is a criminal offence to pass Disclosure Information to anyone who is not entitled to receive it hence any member of Stoolball England passing information to anyone not entitled to receive it will be subject to disciplinary action.

Use:

- 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:

- Once a recruitment decision has been made, Stoolball England will not retain the Disclosure Information for any longer than is necessary. In general, this will not exceed 6 months from the date of the formal offer of appointment being made to the applicant.

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- Stoolball England will not retain any photocopies or other notes of the Disclosure Information, other than recording the following:
 - the date of a disclosure
 - the name of the subject
 - the type of disclosure
 - the position in question
 - the unique number issued by the CRB in the disclosure, and
 - the recruitment decision that was taken
- In the event of any dispute with the applicant over the content of the Disclosure Information, the documents may need to be retained for a longer period, hence Stoolball England will inform The Media Group who will seek permission from the CRB for an extended storage time.

Disposal:

- Stoolball England will destroy Disclosure Information by suitably secure means, such as shredding, pulping or burning. The disclosure information will not be stored in any insecure receptacle whilst awaiting destruction (such as a waste bin or waste sack).

Associated Policies:

Stoolball England Recruitment and Selection Policy and Procedures

Stoolball England Recruitment of Ex-Offenders Policy and Procedures

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