



CRIMINAL RECORDS BUREAU – DISCLOSURE CERTIFICATION - SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL POLICY

Introduction:

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the University of Chichester complies fully with the CRB 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 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Handling and security of information:

1. 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.
2. 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. A record of all those to whom Disclosures or Disclosure information has been revealed is maintained - it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.
3. University countersignatories authorised by the CRB will ensure that Disclosures and the information they contain will only be released to those managers and staff who need access in the course of their duties (e.g. Chair of Appointments' Panels or other University countersignatories).
4. All Disclosure information will be stored in non-portable, secure, locked filing cabinets. Access is strictly controlled and limited to those who are entitled to see it as part of their duties.
5. Disclosures will generally be held for a period of six months after the date of the recruitment or other relevant decision has been made. Disclosure information will not be kept any longer than is necessary. In exceptional circumstances it may be necessary for the information to be retained for longer, but this will not be done without consulting the CRB. Full consideration will be given to the data protection and human rights of the individual. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.
6. Once the retention period has elapsed, a named individual appointed by a countersignatory will shred the Disclosure information. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We 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, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Further Information

Further information is available from the Disclosure Service website at www.disclosure.gov.uk, the Criminal Records Bureau website at www.crb.gov.uk, or the University's Human Resources Department.

Code of Practice and Complaints Procedure:

The University undertakes to comply with the CRB Code of Practice. A copy of the Code is available from the Human Resources Department or from the CRB website (www.crb.gov.uk).

Should you believe this Code has not been complied with, you should complain to the CRB directly at:

Criminal Records Bureau
PO Box 110
Liverpool
L69 3EF

Telephone: 0870 90 90 811