



## Stoborough Nursery Security Policy on Disclosure Information

As a Provision, we will when recruiting new staff need to carry out a check through the Disqualified and Barring Services to help assess the suitability of applicants. We will do all in our power to comply with the DBS Code of Practice and the Data Protection Act when handling, using, storing, retaining and disposing of Disclosures and Disclosure information (i.e. the information we receive from the DBS).

### Our aims

#### Storage and Access

Disclosure information will be kept separately and securely in lockable, non-portable, storage. Access to this will be strictly controlled and limited to those who are entitled to see it as part of their duties.

#### Handling

We aim to comply with section 124 of the Police Act 1997; i.e. Disclosure information will only be passed to those who are authorised to receive it in the course of their duties. We will keep a record of all those people to whom Disclosure information has been revealed and we understand it is a criminal offence to pass this information to anyone who is not entitled to receive it.

#### Using

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.

#### Retaining

Once a recruitment decision has been made, we will not keep Disclosure information for any longer than is absolutely necessary (i.e. normally not longer than 6 months.)

#### Disposing

When we have finished with the Disclosure information we will immediately return it to the owner. We understand that we may keep a record of the date of the issue of the Disclosure, the name of the applicant, 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.

**This policy was adopted at a meeting of the Nursery held on .....**

**Signed on behalf of Nursery by .....**

**Date of next review.....**