



BASIS Policy regarding Secure Storage, Handling, Use, Retention and Disposal of CRB Disclosures.

As an organisation using Disclosure Scotland's Disclosure service to help assess the suitability of applicants for positions of trust, BASIS complies fully with the Criminal Record Bureau's Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and Disclosure information. BASIS 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.

Storage and Access

All Disclosure information is kept securely in a non-portable, lockable cabinet. Access is strictly controlled to the 3 people for whom it is necessary to have access as part of their duties. Certificates will be stored initially by month of receipt in the 'Month' folder, and then alphabetically by surname.

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 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

BASIS do not keep Disclosure information for longer than 6 months, this is to allow a fair recruitment decision to be made and to allow for the consideration and resolution of any disputes or complaints. A copy of the letter that is sent to the individual is to be kept with the certificate.

If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than 6 months, we will consult Disclosure Scotland about this and give full consideration to the data protection and human rights implications towards the individual before doing so. Throughout this time, the usual conditions regarding safe and secure storage will prevail.

Diary notes are in place to remind BASIS staff to destroy Disclosures at the end of 6 months – see below for destruction timetable

Month of receipt	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Month of destruction	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. shredding. While awaiting disposal, Disclosure information will not be kept in any insecure receptacle. We will not keep photocopies of any Disclosures. However, notwithstanding the above, we may keep a record of the date of issue, name of subject, type of Disclosure, the unique reference number of the Disclosure, details of any risk assessment, details of the decision and address and date of birth of the applicant for renewal purposes.