



ARUN YOUTH AQUA CENTRE POLICY

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TITLE	SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF CRB DISCLOSURES AND INFORMATION	
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APPROVED BY	R. Elliman	Chairman Management Committee
SIGNATURE		

Policy for the secure storage, handling, use, retention and disposal of CRB Disclosures and Disclosure information

It is the Policy of AYAC that we provide secure storage, handling, use, retention and disposal of CRB Disclosures and Disclosure information

General Principles

In using the Criminal Records Bureau (CRB) Disclosure service to help assess volunteers' suitability for positions of trust, AYAC undertakes to comply with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. The Centre also complies with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This written policy is available to those who wish to see it on request.

Storage and Access

Disclosure information is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

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 volunteers' full consent has been given.

Retention

We retain the Disclosure information until such time as the individual is longer an active volunteer at the Centre. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, ie. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.