



JANUARY 2012

Policy on the secure storage, handling, use, retention & disposal of disclosures and disclosure information

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of volunteers for positions of trust, this organisation 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 and has a written policy on these matters, which is available to those who wish to see it on request.
2. Disclosure information should be kept securely, in lockable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.
3. 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 it is a criminal offence to pass this information to anyone who is not entitled to receive it.
4. 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.

5. Once a volunteer (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

6. Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. 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, a record will be kept 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 volunteer decision taken.

Policy on the recruitment of Ex-Offenders

This organisation aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment of volunteer purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974. Having an unspent conviction will not necessarily bar you from a volunteer role. This will depend on the circumstances and background of your offence(s).

Volunteers with Ryde Carnival Association will be subject to a criminal record check from the Criminal Records Bureau. Volunteers will be informed at the earliest opportunity, that a disclosure will be requested. This will include details of cautions, reprimands or final warnings, as well as convictions.

At the point at which a disclosure form is requested from an applicant, the applicant will be informed of the existence of the organisation's policy on the recruitment of ex-offenders. A copy of this document will be made available on request.

Volunteers will be given the opportunity to discuss the disclosure information with Ryde Carnival Association's authorised CRB officer and the Chair of Ryde Carnival Association who will determine whether a volunteer post is appropriate or if individual procedures need to be implemented.

Existing volunteers who are found to have a criminal record should not be excluded as a matter of course. An investigation of the situation will be undertaken by the Chair of Ryde Carnival Association and the authorised CRB Officer to determine whether the exclusion is appropriate or if individual procedures need to be implemented.