



Criminal Records Bureau - Secure Handling Policy

Secure storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information Policy

General Principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help Sports club/Sports organisations to assess the suitability of applicants for positions of trust within the Club or Organisation the Trafford Sports Council fully complies 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.

Storage and Access

Disclosure information is kept securely in a locked metal file cabinet within a locked cupboard with access strictly limited to the Trafford Sports Council's Lead Signatory.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to the person authorised within a Sports Club or Sports Organisation 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. The Trafford Sports Council are fully aware that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only revealed to the person within the Sports Club or Organisation authorised to receive it and in the case of information under the 'Police Records' section the applicant is first contacted to confirm the validity of the information before this is revealed to the authorised person within the Club/Organisation.

Retention

Once a Disclosure has been received the information is kept for 12 months in the storage facility, 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 12 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.

Disposal

Once the retention period has elapsed, we will ensure that the Disclosure is immediately destroyed by secure means, i.e. by shredding or burning. The Disclosure information will only be removed from safe storage immediately prior to shredding or burning, it will not be kept in any insecure receptacle (e.g. waste bin or 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, we will keep a record of the subjects name, position within the client organisation, the type of disclosure, their Disclosure number and date of issue on a Data base for a period of 3 years to enable us to check that Disclosures are completed on a 3 year cycle.

Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of disclosure information in full compliance with the CRB code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosures are countersigned, has such a written policy and, if necessary will provide a model policy for that body or individual to use to adapt for this purpose.