


Document Reference:	Document Title: CRB storage handling and use policy
Authorisation Date: 17 December 2007	Document Type: HR Agreement
Revision Date: December 2008	Responsible Authority: SPF
Signed off by: 	

SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION POLICY

1. POLICY STATEMENT

This document outlines the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information Policy for the East of England Ambulance Service NHS Trust (the Trust).

- 1.2 As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the East of England Ambulance Service aims to comply with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.
- 1.3 The Trust also complies 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.
- 1.4 This policy has been developed in accordance with recommended CRB and Chartered Institute of Personnel and Development (CIPD) guidelines, and has been written in partnership by management and staff side.

2. SCOPE

- 2.1 This Policy applies to all:
 - staff employed by the Trust
 - applicants to posts in the Trust
 - casual workers
 - volunteers

3. ACCESS TO THE PROCEDURE

- 3.1 All employees, applicants to posts, casual workers and volunteers are entitled to access to this policy which is located in the Human Resources Policies and Procedures Folders and/or on the Trust's Intranet. Copies are also available from

the Human Resources Department.

- 3.2 Any employee can seek guidance from line management, their trade union representative or the Human Resources Department.
- 3.3 External applicants for posts, casual workers and volunteers can seek guidance from the Human Resources Department by calling their nearest office in either Bedford 01234 408972, Chelmsford 01245 443344, or Norwich 01603 424255.
- 3.3 Individuals and managers may also wish to consult related Trust policies such as the Criminal Records Bureau Disclosure Policy and the Employing Persons with Criminal Convictions Policy.

4. ROLES AND RESPONSIBILITIES

- 4.1 The Human Resources Department is responsible for keeping the provisions within this policy in line with employment legislation and best practice people management principles such as those set out in the CRB Code of Practice Guidelines.
- 4.2 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees on the application of this policy and procedure. Advice for applicants, casual workers and volunteers will be provided by the Human Resources Department.
- 4.3 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.

6. STORAGE AND ACCESS

- 6.1 Disclosure information should be kept 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.

7. HANDLING

- 7.1 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 of 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.

8. USAGE

- 8.1 Disclosure information is only used for the specific purpose for which it was requested and for which the individual's full consent has been given.

9. RETENTION

- 9.1 Once a recruitment (or other relevant) decision has been made, we will not keep Disclosure information for any longer than is necessary. This would not normally be more than 6 months.
- 9.2 Consideration to the data protection and human rights of the individuals in the necessary retention of Disclosure information is taken into account. Throughout this time, the usual conditions regarding the safe storage and controlled access will prevail.

10. DISPOSAL

- 10.1 When disposal is required, the Trust will ensure that any Disclosure information is destroyed by secure means, i.e. by shredding, pulping or burning.
- 10.2 While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). Copies of the Disclosure will not normally be kept.
- 10.3 However, notwithstanding the above, we may keep a record of information which substantiates that a Disclosure was undertaken and the recruitment decision taken and basis for that. Such information is likely to consist as a minimum 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 recruitment decision taken.

11. POLICY REVIEW

- 11.1 This policy will be reviewed annually or more frequently if significant changes to its effective operation are necessary.