

# **THE COTSWOLD PLAYERS**

## **Policy Statement on the secure storage, handling, use, retention and disposal of disclosures and disclosure information**

### **General Principles**

As an organisation, The Cotswold Players complies fully with the DBS Code of Practice in relation to the correct handling, use, storage, retention and disposal of Disclosure information. It also complies fully with its obligations under current data protection legislation and other relevant legislation relating to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy available for inspection.

### **Storage and Access**

Disclosure information is never kept in any file generally available to members other than those directly involved in the Disclosure process. Except when in use, such information is always kept by the Young Persons' Officer in a database or lockable cabinet with access strictly controlled and limited to those who are entitled to see it as part of their responsibilities.

### **Handling**

Disclosure information is only passed to those who are entitled to receive it in the course of their duties. The Cotswold Players keep a record of all those to whom disclosure information has been revealed and recognises that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

### **Usage**

Disclosure information is only used for specific purposes for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a relevant decision has been made, disclosure information is not kept longer than is necessary to allow for the resolution of any disputes or complaints, generally six months. After this period, only the following information will be recorded:

- the name of the subject
- that a DBS check has been carried out
- the date and type of disclosures
- the unique reference number of the disclosure
- the decision taken

This information is kept in a secure database or lockable cabinet (see 'Storage and Access' above).

### **Disposal**

Once the retention period has elapsed any Disclosure information will be suitably destroyed using a secure means ie by shredding. No photocopy or other image of the Disclosure will be retained beyond the retention period mentioned above.