

# NURSDOC

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<b>COMMITTEE IDENTIFICATION:</b>	Galago Directors
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<b>DOCUMENT TYPE:</b>	External Policy
<b>DOCUMENT LANGUAGE:</b>	E
<b>THIS POLICY IS FOR:</b>	Staff including Agency Workers (temporary workers), Commissioners and Service Users

## HANDLING OF DISCLOSURES

### **WARNING:**

If the document contains proprietary information, it may only be released to third parties after management has approved its release.

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# HANDLING OF DISCLOSURES

## THE PURPOSE OF THIS POLICY

- All individuals or organisations using the Criminal Records Bureau (CRB), Disclosure Scotland or Access Northern Ireland's Disclosure service to help assess the suitability of applicants for positions of trust and who are recipients of Disclosure information must comply fully with the CRB Code of Practice.
- Amongst other things, this obliges them to have a written policy on the correct handling and safekeeping of Disclosure information. It also obliges them to ensure that a body or individual, on whose behalf they are countersigning Disclosure applications, has such a written policy and, if necessary, to provide a model for that body or individual to use or adapt for this purpose.

## GENERAL PRINCIPLES

As an organisation using the Disclosure services of England, Scotland and Northern Ireland to help assess the suitability of applicants for positions of trust, the employment business complies fully with the respective Codes 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 and other relevant legislation pertaining to the safe handling, use storage, retention and disposal of Disclosure information and has this written policy on these matters, which is available to those who wish to see it on request.

## STORAGE & ACCESS

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

## HANDLING

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 of Disclosure information has 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 applicant's full consent has been given.

## RETENTION

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to 90 days.

## DISPOSAL


Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle.

We will not keep any image of the Disclosure outside of our high-security and access-controlled environment. However, notwithstanding the above, we may keep a record 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.

## ACTING AS AN UMBRELLA BODY

If we should act 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 ensure that they can comply fully with the Codes of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the Codes and in full accordance with this policy.

We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

<b>COMPLETED DATE:</b>	21.05.2020
<b>SIGN OFF DATE:</b>	21.05.2026
<b>REVIEW DATE:</b>	21.05.2027
<b>SIGNED:</b>	 Marc Stiff – Group Managing Director