

Handling of Disclosure Information for Becki Short

This policy covers any and all work carried out by Becki Short including but not limited to: singing/performing arts lessons, mentoring, peer chats, group sessions and workshops. This policy applies to anyone working for or with Becki Short, including but not limited to: students, clients, paid staff, contractors and volunteers.

Key details

Policy prepared by: Rebecca M Short
Policy became operational on: October 2020
Next review date: October 2021

General principles

I comply fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. I also comply fully with my obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

Storage and access

Certificate information is 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.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. I maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate 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

I do not keep certificate information for any longer than is necessary. If, in very exceptional circumstances it is considered necessary to keep certificate information longer, I will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Standard safe storage and access policies will be in place at all times.

Disposal

Once the retention period has elapsed, I ensure that any DBS certificate information is immediately destroyed by secure means, for example: shredding, pulping or burning. While awaiting destruction, certificate information is kept in a secure receptacle.

I will not keep any photocopy or other image of a certificate or any copy or representation of the contents of a certificate after disposal. However, I may keep a record of the: date of issue of a certificate, name of the subject, type of certificate requested, position for which the certificate was requested, unique reference number of the certificates and details of the recruitment decision taken.

This policy was last reviewed on: 04/10/2020

Signed: *Becki Short*