

# **Hotwells & Cliftonwood Community Association Disclosure Check Policy**

## **General Principals**

As an organisation which might use the Disclosure and Barring Service (DBS) service to help assess the suitability of applicants for positions of trust, HCCA will comply with the DBS Code of Practice concerning Disclosure information, for agencies accessing the Disclosure service via umbrella agencies. HCCA will also comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. It will also comply 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.

## **Storage and Access**

Completed Disclosure application forms waiting to be processed will not be kept in an applicant's personnel file but will be kept separately and securely in lockable, non-portable storage containers. The date on which the check was completed and certificate number will be attached to the applicants personnel file. Access to this information will be strictly controlled and limited to those who are entitled to see it as part of their duties.

## **Handling**

Applicants will be asked to complete Disclosure forms in accordance with the Bristol Association for Neighbourhood Day-care (BAND) 'Guidance Notes for Applicants'. Once completed, the applicant will return the completed form in a sealed envelope to HCCA, who will then pass this envelope unopened to BAND for processing, together with a BAND1 form and the appropriate fee. Completed forms awaiting processing will only be handled by those who are entitled to do so as part of their duties.

## **Usage**

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

## **Retention**

Applicants completed Disclosure forms will be passed as quickly as possible to BAND for processing to minimise the need to retain them. During any retention period the usual conditions regarding storage, access and handling will apply.

This policy will be reviewed at appropriate intervals by the Management Committee to ensure that the Hotwells & Cliftonwood Community Association is being fully compliant. Review must be undertaken prior to using the system of disclosure for either employees or volunteers.