

Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosure Information



In accordance with the Criminal Records Bureau (CRB) suggested code of practice, for registered persons and other recipients of disclosure information, the National Army Museum (NAM) and our Umbrella Body, Ministry of Defence (MoD) will ensure the following practice.

General Principles: As an organisation using the CRB Disclosure service the Umbrella Body (MoD) and NAM complies fully with the CRB Code 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.

Storage and Access: Disclosure information stored by the Umbrella Body is never kept on an applicants personnel file and is always kept separately and 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, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record is maintained of all those to whom Disclosures or Disclosure information has been revealed and it is recognised 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 recruitment or other relevant decision has been made, Disclosure information is not kept for any longer than is absolutely necessary. This is generally for a period of 6 months, to allow for the consideration and resolution of any disputes or complaints. If in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than 6 months, CRB will be consulted and full consideration given to Data Protection and Human Rights Acts. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal: Once the retention period has elapsed, any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information is not kept in any insecure receptacle (e.g. waste bin or confidential waste sack). Photocopies or other image of the Disclosure or any copy or representation of the contents of a Disclosure are not kept.

Notwithstanding the above, a record is kept 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.

Department of Human Resources

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