

# Trowbridge Amateur Operatic Society

## Policy – CRB checks and the secure storage, handling, use, retention & disposal of disclosures and disclosure information

### General principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of volunteers for positions of trust, Trowbridge Amateur Operatic Society complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. A copy of the CRB's Code of Practice can be made available on request. It also complies 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 and has a written policy on these matters, which is available to those who wish to see it on request.

The Society will use the services provided by NODA as an authorised umbrella body to carry out CRB checks on our behalf. In line with the requirements of our child protection policy if the society believes it in its best interests to obtain criminal record disclosures for chaperones or other personnel it will inform the individual of the necessary procedures and the level of disclosure required. A Standard disclosure will apply for anyone with supervised access to children. An Enhanced disclosure will be required for anyone with unsupervised access.

Society members who already have CRB checks from other organisations and are known to the society may be permitted to use these as long as the following conditions can be satisfied:-

1. That the disclosure is no more than four years old
2. That they are able to provide the original disclosure document, copies cannot be permitted
3. That they can supply and present for inspection the original identity documents to support the Disclosure as set out in the guidance notes
4. That the disclosure has been carried out for the purpose of supervising children and does not fall under the other categories listed in the CRB guidelines

It is recommended that in the event of any new member joining the society who will have responsibility for supervising children that a full CRB check is carried out by an authorised body. Identities will be checked by using at least one item of photographic evidence.

The society will adhere to these guidelines at all times in accordance with its commitment to child protection.

**Storage and access**

Disclosure information should be 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, 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 or Disclosure information has been revealed and 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. It will always be used fairly and confidentially. A previous conviction will not necessarily be a bar to obtaining the position.

**Retention**

Once a decision to enlist the services of a volunteer has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six 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 six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

**Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. 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 decision taken.