

Disclosure Policy



Signed *Randall Cole* Name...Randall Cole...(Chairperson)...
(on behalf of the Management Committee)

Date...10th January 2019

To be reviewed January 2020

DISCLOSURE INFORMATION POLICY

Attention Deficit Disorders Uniting Parents (ADDUP) was set up to bring families together, to guide parents in the right direction to find the practical help they need for their children and to promote both public and professional awareness of ADHD. We value the input that we have from our staff and volunteers in delivering the high standard of service to our users

General principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for the position of trust, Addup complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with any other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and this is the written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Disclosure information is never kept on an applicant's personal file and is always kept securely, in a lockable, storage container, computers are password secured with access strictly controlled by the authorised person and limited to those who are entitled to see it as part of their duties. A minimum notice period of 48 hours is required in writing for access to information.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed on to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosure or 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 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 DBS about this and will give full consideration to the Data Protection and Human Rights of the individual

subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by shredding. 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 the 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.

Any breach of this policy will be addressed by the Management Committee.