



2.5 Handling and Storage of Disclosure Data Policy

Introduction

As a Company using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Elizabeth Finn Homes Limited (EFHL) 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 its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy (EFHL Data Protection Policy) on these matters, which is available to those who wish to see it on request.

Aims

- As part of our recruitment procedures we are obliged to ensure that those we recruit obtain a DBS Certificate and show us this before they start. We record only the certificate reference number to prove a check has been completed.
- 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.
- 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.
- Only the certificate reference number is kept on the Personal File and these files are only kept for the specified retention period after the employee has left our employment.
- Once the retention period has elapsed the Personal File and the DBS reference number are destroyed by secure means.
- However, notwithstanding the above, we may keep a separate record of DBS certificate reference numbers and the name of the subject to fulfil legal or regulatory liabilities.
- Individuals can request to see any personal information we keep about them, including DBS information, in accordance with Data Protection principles.

If you have any queries about this policy or queries about how we collect and store your personal information please speak to your manager or HR.