

DATA PROTECTION POLICY

As an organisation we use the DBS service to help assess the suitability of applicants for positions of trust, Jack and Jill Playgroup complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosures Information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining with the safe handling, use storage, retention and disposal of information.

Procedures

- All personal data will be processed fairly, lawfully and kept secure.
- Personal data will only be obtained for lawful purposes.
- Personal data will be adequate, relevant and not excessive.
- All personal data will not be kept longer than absolutely necessary.
- Personal data will be processed in accordance with the Data Protection Rights.
- This means that the subject has the right to access any information held on them upon request, following our own Confidentiality and Privacy policies.
- Paper copies are only removed from the premises under exceptional circumstances and are kept secure.
- Information is password protected.

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.

Retention

Once a recruitment (or relevant) decision 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 of 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 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 lapsed, we will ensure that any Disclosure information is immediately destroyed by shredding. We will not keep any photocopy or other image of the disclosure.

However notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the person, the type, the position applied for and the unique reference number and detail of the recruitment decision made.

This policy was adopted at a meeting of the Jack and Jill Playgroup

Held on

Signed on behalf of the management committee _____

CHAIRPERSON