**Employee Disclosure Policy**

**Change History**

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| Issue | Date | Summary of Changes | Initial |
| A | Mar 21 | Revised policy created by Birketts | **ED** |
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**Employee Disclosure Policy**

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**1. Storage**

1.1 Disclosure information should not be kept on the personal file and must be stored separately and securely, in lockable, non-portable storage containers e.g. lockable filing cabinet.

1.2 Access to Disclosures (storage containers) must be strictly controlled and limited to those who are entitled to see it as part of their duties.

**2. Usage**

2.1 In accordance with section 124 of the Police Act 1997, Disclosure information may only be passed to those who are authorised to receive it in the course of their duties. It should be recognised that unauthorised revealing of information contained in the Disclosure to anyone not entitled to receive it is a criminal offence.

2.2 Disclosure information must be used only for the specific purpose for which it is requested and for which the applicant’s full consent has been given i.e. to assist with determining the suitability of an individual for employment in a particular position. It should not be used at any other time for other purposes.

**3. Retention**

3.1 Having made a recruitment decision Disclosure information should not be kept for any longer than is absolutely necessary. This will generally be for a period not exceeding six months and will be to allow for the consideration and resolution of any disputes or complaints.

3.2 If there are circumstances requiring a Disclosure to be kept for longer than six months the CRB must be consulted and full consideration given to Data Protection and Human Rights aspects of so doing. Throughout any extended period of retention the same conditions of storage and access will apply.

**4. Disposal**

4.1 Disclosures should be destroyed by suitably secure means and not disposed of in any insecure receptacle to which unauthorised persons may have access. No copy (electronic or otherwise) of the Disclosure will be retained. The following record of a Disclosure may be retained:

* + The date of issue
  + The name of the subject
  + Level of Disclosure
  + Position to which subject was recruited
  + Unique reference number of the Disclosure