

# De La Salle College



## Review, Retention & Disposal of Sensitive Information Policy

Compiled by: The Head Master	Date: March 2016
Policy Holder: Ms K Wall	Revision date: March 2017

## **Review, Retention & Disposal of Sensitive Information**

### **1. Introduction**

- 1.1** The Jersey Vetting Bureau is a registered body of the Disclosure and Barring Service (DBS). De La Salle College is a Registered Service User of the Jersey Vetting Bureau through which we use the Disclosure and Barring Service as part of our recruitment process to assess an applicant's suitability for employment in posts of trust.
- 1.2** All organisations using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust must comply fully with the DBS Code of Practice.
- 1.3** The Code places an obligation on such organisations to have a written policy on the correct handling and safekeeping of disclosure information.
- 1.4** This Policy applies to sensitive information pertaining to all staff at De La Salle College.

### **2. Responsibility**

- 2.1** De La Salle College undertakes to comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of sensitive information.
- 2.2** De La Salle College undertakes to comply fully with its obligations under the Data Protection Law (Jersey) Law 2005 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information.

### **3. Access and Storage of information**

- 3.1** Upon the applicant providing access to their DBS certificate, the approved disclosure recipient at De La Salle College will ensure that it is viewed only by those who are designated by him as entitled to see it as part of their duties.
- 3.1.1** De La Salle College undertakes to ensure that information provided on the applicant's DBS Certificate is never kept on the applicant's personal file.

### **4. Handling**

- 4.1** De La Salle College undertakes to maintain a record of all those to whom disclosures certificates or disclosure information has been revealed and recognises that it is a criminal offence to pass the information to anyone who is not entitled to receive it.

### **5. Usage**

- 5.1.1** De La College undertakes to ensure that 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.

### **6. Retention**

- 6.1** De La Salle College will not keep any disclosure information for any longer than is absolutely necessary once a recruitment decision has been made.
- 6.2** De La Salle College will not keep any photocopy or other image of the disclosure certificate, or any copy of the contents of a certificate.