

**POLICY STATEMENT ON THE SECURE STORAGE,
HANDLING, USE, RETENTION AND
DISPOSAL OF DISCLOSURES AND
DISCLOSURE INFORMATION**

1. POLICY OBJECTIVES

- 1.1 TERRA consultancy is committed to using the Disclosure and Barring Service (DBS) Disclosure Service to help assess the suitability of applicants for positions of trust.
- 1.2 As an organisation using the DBS, The Company complies with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information.
- 1.3 The Company complies 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.

2. COMPLIANCE WITH THE CODE OF PRACTICE

- 2.1 The Code of Practice requires Client Organisations within Registered Bodies to ensure that Disclosure information is not passed to persons not authorised to receive it, to securely store Disclosures, to retain Disclosure information for no longer than is required for the particular purpose and to have a written security policy covering the above.

3. STORAGE AND ACCESS

- 3.1 Disclosure information is never kept on an applicant's personal file. It is always kept separately and 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.

4. HANDLING

- 4.1 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. The Company maintains a record of all those to whom Disclosures or Disclosure information has been revealed and authorized staff recognise that it

is a criminal offence to pass this information to anyone who is not entitled to receive it.

5. USAGE

- 5.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been obtained.

6. RETENTION

- 6.1 Once a recruitment (or other relevant decision) has been made, The Company does not keep Disclosure information any longer than is necessary. This is generally for a period of validity of DBS checks. If, in exceptional circumstances, it is considered necessary to retain Disclosure information for longer than specified period, we will consult DBS about this and will consider the Data Protection and Human Rights implications for the individual subject before doing so. In all cases the usual conditions regarding safe storage prevail.

7. DISPOSAL

- 7.1 Once the retention period has elapsed, TERRA CONSULTANCY will ensure that any Disclosure information is immediately and suitably destroyed by secure means i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).