



Heart of England Training Ltd

Disclosure Information Policy

1. Introduction

As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, Heart of England Training Ltd aims to comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

2. Storage and Access

Disclosure information is kept on file with access strictly controlled and limited to those who are entitled to see it as part of their duties.

3. Handling

Disclosure information is only passed to those who are authorised to receive it in the course of their duties.

4. 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.

5. Retention

Once a recruitment decision has been made, Disclosure information for unsuccessful candidates is not retained for any longer than necessary. Throughout this time, the usual conditions regarding data protection – GDPR, safe storage and controlled access will prevail.

6. Disposal

Once the retention period has elapsed, any Disclosure information is immediately, suitably destroyed by secure means, ie by shredding or tearing. Photocopies or other images of the Disclosure are not kept.

7. Complaints

Any employee who has concern regarding the application of this policy should normally make use of the company's grievance procedures.

This policy is reviewed annually by the company directors.

Version: 15
Prepared by: Directors
Approved by: Governors

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