

# Disclosure

## 2024 POLICY

**C** Continually strive  
for excellence

**A** Act with integrity  
and be respectful  
at all times

**R** Responsive and  
flexible to learner  
and employer needs

**E** Encourage and  
support high  
aspirations



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:** 16  
**Prepared by:** Directors  
**Approved by:** Governors

**Effective date:** August 2024  
**Review date:** July 2024  
**Date to be reviewed:** July 2025