

 TARASIS ENTERPRISES	POLICY TITLE: Secure Handling, Use, Storage and Retention of Disclosure Information	
Last Updated by: J Garvey	Approved By: C Rafferty	Ratified By: M Mackle
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Policy

As an organisation using National Vetting Bureau and Access Northern Ireland to help assess the suitability of applicants for positions of trust, Tarasis Enterprises complies fully with the NVB's and Access NI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. We also comply fully with its obligations under the General Data Protection Regulation (GDPR) and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information.

Storage and Access

Disclosure information is kept on DMS (Document Management System) and limited to those who are entitled to see it as part of their duties.

Handling

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. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and note that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

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.

Retention

Once a recruitment (or other relevant e.g. regulatory or for licensing purposes) decision has been taken, we do not keep Disclosure information for any longer than is necessary. Information will not be retained but given back to the applicant or destroyed once a decision, recruitment or otherwise has been made.