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# BISHOP CORNISH SCHOOL

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## POLICY FOR DATA PROTECTION AND SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURES & DISCLOSURE INFORMATION

The Governing Body supports the objectives of the Data Protection Act 1984, and intends to strengthen its present policy of maintaining the confidentiality of personal information held on its computers.

The Governing Body expects all of the school's employees to comply fully with this policy and the Data Protection Act principles.

The Governing Body will hold the minimum personal information necessary to enable it to perform its functions, and the information will be erased once the need to hold it has passed. Every effort will be made to ensure that information is accurate, up-to-date and that inaccuracies are corrected without unnecessary delay.

Personal information is confidential. Computer systems will be designed to comply with the Data Protection principles. Personal information will be disclosed only for registered purposes to:

- School staff where such information is vital to their work
- Others as detailed in the Registration
- The Courts under the direction of a Court Order

It is the responsibility of the Head Teacher to ensure compliance with this policy. All computer systems within the school containing information about individuals must be identified and made secure. It is the responsibility of all employees to co-operate in this task.

The Governing Body will provide to any individual who requests it in the proper manner a reply stating whether or not the school holds computer personal information about that individual and, if so, a written copy in clear language of the current information held. The school shall fix a fee for this service which in appropriate circumstances may be waived by the Head Teacher in consultation with the County Treasurer.

### **General Principles**

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Cornwall Council (CC) complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully 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 and has a written policy on these matters, which is available to those who wish to see it on request.

**Storage & Access**

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. All DBS information is recorded securely on a single central record.

**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 will maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise 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) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstance, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

**Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately 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). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

This policy has been impact assessed by the Head Teacher in order to ensure that it does not have an adverse affect on race, gender or disability equality.

Written by: the Head Teacher (Oct 2010)

Ratified by Governors 2010

Reviewed October 2014

Next review October 2016