



## Disclosure Policy

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

#### **GENERAL PRINCIPLES**

- As an organisation using the Criminal Records Bureau (“CRB”) Disclosure service to help assess the suitability of applicants for positions of trust, *TTS FM* complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of 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.

#### **STORAGE & ACCESS**

- Disclosure information is at no time kept on an applicant’s personal file unless provided by the applicant with their permission or is always kept separately and securely, in a safe with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### **HANDLING**

- In accordance with 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 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 in the specific purpose for which it was requested and for which the applicants’ full consent has been given.

#### **RETENTION**

- Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information 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 circumstances, it is considered necessary to keep Disclosure information for longer than six – months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights 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. While awaiting destruction,

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#### **TTS FM**

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## Disclosure Policy

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.

Position in organisation: Managing Director

Name: Gaurav Goyal

Date: 21<sup>st</sup> August 2017



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