



London Ambulance Service **NHS**
NHS Trust

**Policy on the secure storage, handling, use,
retention and disposal of Criminal Records Bureau disclosures
and disclosure information**

DOCUMENT PROFILE and CONTROL.

Purpose of the document: To set out the responsibilities for the management of CRB disclosure information.

Sponsor Department: Human Resource and Organisation Development

Author/Reviewer: Senior HR Manager. To be reviewed by December 2012.

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Links to Related documents or references providing additional information		
Ref. No.	Title	Version
HR 005	Recruitment Policy	

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

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1. Introduction

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help access the suitability of applicants for positions of trust, the London Ambulance Service NHS Trust (LAS) complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. We also comply fully with its obligation under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and have a written policy on these matters.

2. Scope

This document lays out guidelines for the storage of CRB disclosure information relating to both applicants to the Service as well as current and former LAS staff.

3. Objectives

1. To set out the Trust's responsibilities in regards the handing of CRB disclosure information.

4. Responsibilities

- 4.1 In accordance with section 24 of the Police Act 1997, Disclosure information is only handled by 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

5. Storage and access

- 5.1 Disclosure information is kept securely, in lockable, non-portable storage, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

6. Usage

- 6.1 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.

7. Retention

- 7.1 Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months*, to allow for the consideration and

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resolution of any disputes or complaints. If, in very exceptional circumstances, it is 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 of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

*Other recruitment information may be kept for longer periods.

8. Disposal

- 8.1 Once the retention period has elapsed, we will ensure that any Disclosure information is immediately 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.

IMPLEMENTATION PLAN	
Intended Audience	For all LAS staff
Dissemination	Available to all staff on the PULSE
Communications	Revised policy/procedure to be announced in the RIB and link provided to the document
Training	Training is provided for the appropriate Recruitment Department staff on the handing of CRB documentation.
Monitoring	As a Registered Body, the LAS is subject to ad hoc audits by the CRB to ensure that it continues to comply with its Code of Practice as it applies to the storage of disclosure information.