



HANDLING OF CRB DISCLOSURE INFORMATION

INTRODUCTION

This Guide includes useful information regarding the secure storage, handling, use, retention and disposal of certificates and certificate information.

GENERAL PRINCIPLES

As an organisation using the Criminal Records Bureau (CRB) service to help assess the suitability of applicants for positions of trust, the Royal Veterinary College complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

STORAGE AND ACCESS

Certificate information is kept securely, in a lockable, non-portable storage container with access strictly controlled 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, certificate information is only passed to those who are authorised to receive it in the course of their duties.

USAGE

Certificate 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 certificate information for any longer than is 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 certificate 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.

DISPOSAL

Once the retention period has elapsed, we ensure that any certificate information is immediately destroyed by secure means, i.e. shredding. While awaiting destruction, certificate information is not kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We do not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a Certificate, the name of the subject the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.