

DYFED ARCHAEOLOGICAL TRUST

**SECURE STORAGE, HANDLING, USE, RETENTION, DISPOSAL AND
DISCLOSURE INFORMATION POLICY**



Current since: October 2008

Adopted at the Management Committee [board] Meeting of: 21 January 2016

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Revised following review:

Re-adopted at the Management Committee [board] Meeting of:

Date of review following re-adoption:

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General principles

As an organisation using the Disclosure and Barring Service ('DBS') to help assess the suitability of applicants for positions of trust, the Dyfed Archaeological Trust ('the Trust') complies fully with the DBS Code of Practice:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

regarding the correct handling, use, storage, retention and disposal of disclosures ('Disclosure 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 Disclosure Information. A written policy on these matters is available on request.

Storage and access

Disclosure Information will be kept securely, in lockable, non-portable, storage containers 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, Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Trust maintains a record of all those to whom disclosures or Disclosure Information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure Information is used only 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, the Trust will 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 resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, the Trust will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this period the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, the Trust 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). The Trust will not keep

any photocopy or other image of the Disclosure Information nor any copy or representation of the contents of a disclosure. Notwithstanding the above, the Trust 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.