



BRADLEY DEMOLITION

Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information

Introduction: Bradley Demolition LTD will ensure the following practice:

- Disclosures will only be requested when necessary and relevant to a particular post. The information provided on a disclosure certificate will only be used for recruitment purposes.
- The Bradley Demolition LTD will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any purpose other than recruitment.

- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to the Bradley Demolition LTD and not to the disclosure applicant, the Bradley Demolition LTD will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.

- Disclosure information will be stored in a locked non-portable container, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to this container.
- Disclosure information will be destroyed by shredding.

- No image or photocopy of the disclosure information will be made, however the following details will be retained: -
 - Date of issue of disclosure
 - Name of subject
 - Disclosure type
 - Position for which disclosure was requested
 - Unique reference number of disclosure
 - Recruitment decision taken.

- Bradley Demolition LTD will ensure that all staff with access to the disclosure information are aware of this policy and receive relevant training and support.

- The Bradley Demolition LTD undertake to make a copy of this policy and the code of Practice available to any applicant for a post with the Bradley Demolition LTD that requires a disclosure.



Signed:

Andrew Hill - Director

Date: 07/12/2022