

## ROSSENDALE VALLEY SAILING CLUB POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DBS DISCLOSURES AND DISCLOSURE INFORMATION

### GENERAL PRINCIPLES

As an organisation using the Disclosure and Barring Service to help assess applicants' suitability for positions of trust, Rossendale Valley Sailing Club undertakes to comply with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies 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. This written policy is available to those who wish to see it on request.

### STORAGE AND ACCESS

Disclosure information is never kept on an applicant's personal file and is always kept separately and 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. We maintain a record of all those to whom Disclosures or Disclosure information have 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 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 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. 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, ie. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle. 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.

## ROSSENDALE VALLEY SAILING CLUB POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

As an organisation using criminal record checks processed through the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, Rossendale Valley Sailing Club complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

Rossendale Valley Sailing Club makes this policy on the recruitment of ex-offenders available to all DBS applicants at the outset of the recruitment process. Every subject of a criminal record check submitted to the DBS is made aware of the existence of the Code of Practice and a copy is made available on request.

An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Rossendale Valley Sailing Club aims to ensure that all present and potential participants, members, volunteers and staff are treated fairly and on an equal basis, irrespective of their sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment, social status or offending background.

*Rossendale Valley Sailing Club* actively promotes equality of opportunity for all with the right mix of talent, skills and potential, welcomes applications from a wide range of candidates and selects all candidates based on their skills, qualifications and experience. Rossendale Valley Sailing Club undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.

Rossendale Valley Sailing Club can only ask an individual to provide details of convictions and cautions that Rossendale Valley Sailing Club is legally entitled to know about. Where a DBS certificate at either Standard or Enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), Rossendale Valley Sailing Club can only ask an individual about convictions and cautions that are not protected and will be disclosed on the DBS certificate.

*Rossendale Valley Sailing Club* ensures that all those who are involved in the recruitment process have received appropriate guidance and training on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974, and are aware that they can seek guidance from the RYA if required.

*Rossendale Valley Sailing Club* ensures that an open and measured discussion takes place with the individual seeking the position about any offences or other matter that might be relevant, including any matter revealed on a DBS certificate, before withdrawing a conditional offer of employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

## RYA Guidance on handling DBS certificates

