



Secure Data Handling Policy

Llaborate Limited complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and any other legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters which is available to those who wish to see it on request.

Disclosure information is kept securely, in a lockable, non-portable container with access strictly controlled and limited to senior management who are entitled to view such as an essential part of their duties.

In accordance with section 125 of the Police Act 1997, Disclosure information is only passed to those authorised to receive such in the course of their duties. LLaborate Limited 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 not entitled to receive it.

Disclosure information is only used for the specific purpose for which it is requested and for which the applicant's full consent has been given.

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 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, we will consult the CRB about this and will give full consideration to the data protection and the human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will apply.

Once the retention period has passed we will ensure that any Disclosure information is immediately destroyed by secure means i.e. by shredding or pulping. While awaiting destruction, the 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 information or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record 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.

The above policy is approved and forms part of the general policies of LLaborate Limited

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