

## **Appendix 4**

### **Policy regarding the Security, Storage and Retention of Applicant/Staff**

#### **Disclosure / Criminal Records Information**

##### **1. Overview**

1.1 Bangor University complies fully with its obligations under the General Data Protection Regulations (GDPR), the University's Privacy policy and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. The following guidelines apply to all forms of disclosure information, including applications, the outcomes of criminal records check requests and all related documentation.

1.2 These guidelines are in line with the University's Policy on the Recruitment and Employment of Ex-offenders and must be adhered to at all times, failure to do so will be subject to formal investigation and may lead to disciplinary action.

##### **2. Security**

2.1 In accordance with section 124 of the Police Act 1997, disclosure information received on behalf of Bangor University must be kept securely and only those entitled to see it in the course of their duties should have access. It is anticipated that in the majority of cases access should be restricted to University employees directly involved in the recruitment process. In the case of disclosure applications, the Disclosure and Barring Service (DBS) operates strict guidelines regarding access to this information, and passing on disclosure information in circumstances which do not conform to these requirements could be considered a criminal offence.

##### **3. Usage**

3.1 Disclosure information should only be used for the specific purpose for which it was requested and for which the applicant's / member of staff's full consent has been given.

##### **4. Storage**

4.1 Disclosures and other confidential documents received in relation to an applicant /member of staff will be stored in secure conditions centrally by HR, separately from the individual's personal file in line with DBS requirements.

##### **5. Retention**

5.1 Once a recruitment decision (or other relevant decision, e.g. for regulatory or licensing purposes) has been made, the disclosure and any related correspondence will not be retained for longer than is necessary for that particular purpose. In general, this will be for a maximum of 6 months following the date of the recruitment decision for auditing purposes and to

allow for any disputes about the accuracy of a disclosure or a recruitment decision to be made and considered.

5.2 In the case of a dispute, disclosure information may be retained for a longer period, but in general this should be for no longer than 6 months after resolution of the dispute. If in exceptional cases it is considered necessary to retain disclosure information for a longer period, the DBS will be consulted. Full consideration will also be given to the General Data Protection Regulation (2016/679 EU) and Human Rights Acts before doing so. Throughout this time the usual conditions regarding safe storage will prevail.

## **6. Disposal**

6.1 When the time has come to dispose of the disclosure information, we will ensure that it is immediately and suitably 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). No photocopy or other image of the disclosure may be made or kept however, the following information will be recorded by HR for applicant /staff checks prior to the disclosure information being disposed of securely - the date of the disclosure check, the name of the subject, the type of check, the position for which the disclosure was requested, the unique reference number on the certificate, the name of the members of HR staff who dealt with the case, and the recruitment decision made.

## **7. Lost Criminal Records Checks**

7.1 DBS can't provide replacements for lost or destroyed certificates.

7.2 An applicant has the right under the General Data Protection Regulation (2016/679 EU) to ask for their application to be withdrawn at any time.

7.3 If a disclosure or related documentation is lost, the University will inform the DBS immediately.

## **8. Concerns**

8.1 If an applicant or a member of staff has concerns regarding the use of disclosure / criminal records checks in the staff recruitment process, or any element of the storage, retention or disposal of this information, she/he may raise this in the strictest confidence HR.