East Sussex Community Voice

Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.

Policy Schedule

Version	Date of next review by ESCV Board	Date of adoption by ESCV Board
1	n/a	28th September 2020
2	28th September 2022	March 2024
3	March 2026	21st May 2026
4	May 2028	
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1 General Principles

1.1 As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, East Sussex Community Voice (ESCV) complies fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

1.2 It also complies fully 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 and has a Record Keeping and Retention Policy which guides these processes.

2 Storage and Access

2.1 Disclosure information is kept on staff, board member and volunteer applicant's personal file and is always kept securely with access strictly controlled and limited to those who are entitled to see it as part of their duties. This includes the Chief Executive, Deputy Chief Executive and Business Support Officer.

3 Handling

East Sussex Community Voice, Unit 31, The Old Printworks, 1 Commercial Road, Eastbourne, East Sussex, BN21 3XQ
Registered Company No: 08270069
email: info@escv.org.uk

3.1 In accordance with Section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive or access it in the course of their duties. East Sussex Community Voice recognises it is a criminal offence to pass this information to anyone who is not entitled to receive it.

4 Usage

4.1 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.

ESCV undertakes DBS checks for all employees and board members between their appointment and start date, recognising their roles may bring them into contact with children and young people or vulnerable adults. Volunteers wishing to become Healthwatch authorised representatives must also have a DBS check completed, as Enter and View activities may bring them into contact with children and vulnerable individuals.

5 Retention

5.1 Once a recruitment (or other relevant) decision has been made, ESCV does not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months to allow for the consideration and resolution of any disputes and complaints.

5.2 If, in very exceptional circumstances, it is considered necessary to keep disclosure information for longer than six months, ESCV will consult the DBS about this and will give full consideration to the Data Protection and the Human Rights of the individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

6 Disposal

6.1 Once the retention period has elapsed, ESCV will ensure that any Disclosure information is destroyed by secure means i.e. by shredding, pulping or burning or electronic double-deletion and erasure. Disclosure information will not be kept in an unsecured receptacle (e.g. waste bin or confidential sack).

6.2 ESCV will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of the Disclosure. However, notwithstanding the above, East Sussex Community Voice 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.

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7 Compliance, monitoring and review

7.1 The Board of ESCV has the ultimate responsibility for implementing and reviewing this statement. The board will scrutinise our work on disclosure to ensure that we meet our legal, ethical and operational commitments.

7.2 The ESCV Chief Executive holds the day-to-day responsibility for ensuring that this statement is implemented.

7.3 This statement will be reviewed and updated on a two-year rolling basis by the ESCV Board.

7.4 This statement may be revised sooner if there is a change in working premises, conditions or laws directly affecting disclosure or any other aspect embedded in the document.

8 Approval and Adoption

Author/Reviewer	Jessica Gee, Engagement Manager
Sponsor	Veronica Kirwan, Chief Executive
Date of approval and adoption	21st May 2026
Date of next scheduled review	March 2028

Signature of East Sussex Community Voice CIC Board Chair

Name	**Vanessa Taylor**
Signature	
Date	**22.06.26**

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