**Disclosures and Disclosure Information (Handling, Use, Secure Storage, Retention and Disposal)**

In consideration of our use of the DBS Disclosure Service, to help assess the suitability of applicants for positions of trust, we agree to comply with the DBS Code of Practice, Data Protection Act and other legislation in regard to the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information including any electronic information.

This includes the storage of disclosure information, and how and by whom it is accessed. We also follow CCPAS and DBS guidelines as to the retention and disposal of Disclosure information.

**Our relationship with CCPAS as an Umbrella Organisation.**

We accept that the CCPAS Disclosure Unit, as our umbrella organisation, has a responsibility to ensure, as far as possible, that we comply with all the requirements in the DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. We undertake to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.