



Lancaster and District Canoe Club - Safe Storage and Handling of Sensitive Material

General Principles - LDCC complies fully with the Disclosure and Barring Service (DBS) and Access NI 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 other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Storage and Access - Any sensitive disclosure information is kept securely (usually in digital format), and limited to those who are authorised 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. LDCC 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 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, LDCC does 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. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, British Canoeing will consult the DBS/Access NI about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal - Once the retention period has elapsed, LDCC will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding if in paper form, or if in digital form, is deleted. LDCC will 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, and may keep a record of the unique reference number of the Disclosure and the details of the recruitment decision taken.