

## **BRENTWOOD BOROUGH COUNCIL**

### **LICENSING OF HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE DRIVERS**

#### **POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION**

##### General Principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for a Combined Hackney Carriage & Private Hire Vehicle Driver's Licence, Brentwood Borough Council intends to comply fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. The Council also intends to comply 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. This document is the Council's policy on these matters and is available to those who wish to see it on request.

##### Storage and Access

Disclosure information is not kept on an applicant's driver file and is always kept separately and securely in lockable, non portable, storage containers with access strictly controlled and limited to those who are entitled 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. The Council maintains a record of all those to whom Disclosure or Disclosure information has been revealed and the Council recognises that 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 decision has been made with regard to the applicant, the Council does not keep Disclosure information for any longer than is necessary. Information will not normally be retained for more than six months after completion of the application process. If, in exceptional circumstances, it is considered necessary to keep Disclosure information for a significant period, the Council will give full consideration to the Data Protection and Human Rights legislation before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

##### Disposal

Once the Disclosure information is no longer required, it will be destroyed by secure and suitable means, i.e. by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). The Council will not keep any photocopy of other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, the Council 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 determination of the application.