

CRB Policy Statement for Warwick District Council (WDC) Licensing Section

General principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of hackney carriage and private hire drivers, WDC complies fully with the CRB 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

Disclosure information is kept securely, in a lockable, non-portable, storage container 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. When it is necessary to present the Disclosure to members of the Council's Regulatory Committee, 15 numbered copies will be distributed to members before being collected and shredded after the meeting.

Usage

Disclosure information is only used for the specific purpose for which it was requested.

Retention

Once a decision has been made on whether it is necessary to use the information on the Disclosure, it will not be kept 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 appeals or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, the CRB will be consulted and full consideration will be given to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and controlled access will prevail.

Disposal

Once the retention period has elapsed, WDC will ensure that any Disclosure information is immediately destroyed by shredding. No photocopy or other image of the Disclosure or

any copy or representation of the contents of a Disclosure will be made, save for the requirements shown above regarding the Council's Regulatory Committee. However, notwithstanding the above, a record of the date of issue of a Disclosure, the name of the subject, the unique reference number of the Disclosure and the details of the Regulatory Committee decision taken will be kept.

Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of hackney carriage and private hire drivers), WDC has taken all reasonable steps to satisfy itself that it will handle, use, store, retain and dispose of Disclosure information in full compliance with the CRB Code and in full accordance with this policy.