



TAO Policy on the Storage of Disclosure Information

The Taoist Arts Organisation (TAO) is committed to the welfare and protection of children and vulnerable adults. We take our responsibilities towards the welfare of children and vulnerable adults very seriously and are required to demonstrate that we do so.

From January 2005 the TAO will begin the process of carrying out Criminal Records Bureau (CRB) Enhanced Disclosures on anyone holding a teaching position within the TAO. Any person applying for a position within the TAO of Instructor/Coach, Assistant Instructor/Coach or Volunteer Helper will have to undergo CRB Disclosure prior to their award being confirmed.

Child protection in relation to sport remains the subject of consideration by the authorities and agencies and, in the interests of best practice, we will continue to take appropriate advice and to adjust our procedures when necessary in order to maintain our high standards of care.

As an organisation using the CRB Disclosure service to help assess the suitability of applicants for teaching positions, the TAO 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 and other relevant legislation pertaining to the safe handling, use, storage retention and disposal of Disclosure information.

Storage & Access

Disclosure information is kept separately and 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 position.

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 position. We maintain a record of all those to whom Disclosure or Disclosure information has been revealed and we recognise 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 recruitment (or other relevant) decision has been made, we do 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 or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult with CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we 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 any decision taken.