

BCU- CRB CODE OF PRACTICE

The BCU is committed to the welfare and protection of children and vulnerable adults. As such the BCU takes its responsibilities towards the welfare of children and vulnerable persons very seriously.

Criminal Records Bureau Policy Statement

- **General Principal**

The BCU undertakes Criminal Records Bureau (CRB) Disclosures to help assess the suitability of persons working with children and vulnerable adults. The BCU 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.

- **Storage and Access**

Disclosure information is never kept on an applicant's personnel 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**

Disclosure information is only passed to those who are authorised to receive it in the course of their duties. The BCU maintains a record of all those to whom Disclosure or Disclosure Information has been revealed.

- **Usage**

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

- **Retention**

Once a decision has been made, the BCU does not keep the Disclosure information for 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 the Disclosure information for longer than six months, the BCU will consult with the CRB about this and will give full consideration to any Data Protection and any other relevant legislation implications.

- **Disposal**

Once the retention period has elapsed, the BCU will ensure that any Disclosure information is immediately destroyed by secure means. However notwithstanding the above, the BCU may keep a record of the date of issue of the Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number and details of any decisions taken.

Child Protection Officer

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