# wcbc black small**POLICY STATEMENT: SECURE STORAGE, HANDLING, USE, RETENTION, DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION (incl. EBULK)**

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Wrexham County Borough Council complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure 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 and has a written policy on these matters, which is available to those who wish to see it on request. The policy includes and covers all manual and electronic processing and the communication of data introduced by the e-Bulk service. Please refer to our Statement of Fair Processing / Privacy Notice for additional information on the e-bulk system

**Storage and access**

Disclosure information should be kept 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. All e-bulk information is stored in a secure environment and is compliant with ISO27001. All information for a Disclosure is encrypted and submitted to and from DBS via secure government pathway only those entitled to see it in the course of their duties will have access.

**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. We maintain 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. All personal information provided will be treated with the strictest of confidence and in accordance with the Data Protection Act 1998.

To note: those registered care homes which are inspected by the Care Quality Commission (CQC), those organisations which are inspected by Ofsted and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW) may retain the Disclosure until the next inspection. Once the inspection has taken place the Disclosure should be destroyed in accordance with the Code of Practice.

**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 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 the DBS 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.

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**Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping, burning or purging from the e-bulk system. While awaiting destruction, paper 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, unless the applicant has given Wrexham County Borough Council permission to hold their information. However, notwithstanding the above, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, and the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

**Acting as an Umbrella Body**

Before acting as an Umbrella Body (an Umbrella Body being a Registered Body which countersigns applications and receives information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of information in full compliance with the Code of Practice and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for DBS are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

All personal information provided will be treated with the strictest of confidence and in accordance with the Data Protection Act 1998.

**Please email hrservicecentre@wrexham.gov.uk if you have any questions that relate to this statement**

# **wcbc black smallDATGANIAD POLISI: STORIO, TRIN, DEFNYDDIO, CADW, GWAREDUDATGELIADAU A GWYBODAETH DATGELIADAU’N DDIOGEL (yn cynnwys EBULK)**

Fel sefydliad sy’n defnyddio’r Gwasanaeth Datgelu a Gwahardd (GDG) i helpu asesu addasrwydd ymgeiswyr ar gyfer swyddi gydag ymddiriedaeth, mae Cyngor Bwrdeistref Sirol Wrecsam yn cydymffurfio’n llawn â’r Cod Ymarfer o ran trin, defnyddio, storio, cadw a gwaredu Datgeliadau a Gwybodaeth Datgeliadau yn gywir. Mae hefyd yn cydymffurfio â’i oblygiadau o dan Ddeddf Diogelu Data 1998 a deddfwriaeth berthnasol arall ynglŷn â thrin, defnyddio, storio, cadw a gwaredu gwybodaeth Datgeliadau yn gywir ac mae polisi ysgrifenedig ynglŷn â’r materion hyn, sydd ar gael i’r rhai sy’n dymuno ei weld ar gais. Mae'r polisi’n cynnwys ac mae'n cwmpasu pob proses electronig ag â llaw a chyfathrebu data a gyflwynwyd gan y gwasanaeth e-Bulk. Gweler ein Datganiad Prosesu Teg / Hysbysiad Preifatrwydd am wybodaeth ychwanegol ar y system e-bulk

**Storio a mynediad**

Dylid cadw gwybodaeth datgeliadau yn ddiogel mewn cynhwysyddion storio y gellir eu cloi ac na ellir eu symud gyda mynediad a reolir ac a gyfyngir yn gaeth i’r rhai sydd â hawl i’w weld fel rhan o’u dyletswyddau. Storir yr holl wybodaeth e-bulk mewn amgylchedd diogel ac yn cydymffurfio ag ISO27001. Mae'r holl wybodaeth ar gyfer Datgeliad yn cael ei amgryptio a'i chyflwyno i ac o’r GDG drwy lwybr diogel y llywodraeth a dim ond y rhai sydd â hawl i’w weld fel rhan o’u dyletswyddau fydd yn cael mynediad.

**Trin**

Yn unol ag adran 124 Deddf yr Heddlu 1997, trosglwyddir gwybodaeth Datgeliadau i’r rhai sydd ag awdurdod i’w derbyn fel rhan o’u dyletswyddau yn unig. Rydym yn cynnal cofnod o’r holl rai y datgelwyd y Datgeliadau neu wybodaeth Datgeliadau iddynt ac mae’n drosedd rhannu’r wybodaeth gydag unrhyw un heb hawl i’w dderbyn. Bydd unrhyw wybodaeth bersonol a ddarperir yn cael ei thrin yn gwbl gyfrinachol ac yn unol â Deddf Diogelu Data 1998.

Nodwch: bydd y cartrefi gofal cofrestredig a arolygir gan Gomisiwn Ansawdd Gofal (CQC), sefydliadau sy’n cael eu harolygu gan Ofsted a sefydliadau a arolygir gan Arolygiaeth Gofal a Gwasanaethau Cymdeithasol Cymru (CSSIW) yn cadw’r Datgeliad nes yr arolwg nesaf. Ar ôl cwblhau’r arolwg dylid dinistrio’r Datgeliad yn unol â’r Cod Ymarfer.

**Defnydd**

Defnyddir gwybodaeth datgeliad ar gyfer y pwrpas penodol y gofynnwyd amdano ac ar gyfer y pwrpas y rhoddwyd caniatâd llawn yr ymgeisydd iddo yn unig.

**Cadw**

Ar ôl gwneud penderfyniad recriwtio (neu benderfyniad perthnasol arall), ni fyddwn yn cadw gwybodaeth Datgeliad am fwy o amser na’r hyn sydd ei angen. Fel arfer mae hyn am gyfnod o hyd at chwe mis, er mwyn gallu ystyried a datrys unrhyw ddadleuon neu gwynion. Os, o dan amgylchiadau hynod eithriadol, y tybir ei bod yn angenrheidiol cadw gwybodaeth Datgeliad am fwy na chwe mis, byddwn yn ymgynghori gyda'r GDG am hyn ac yn rhoi ystyriaeth lawn i Ddiogelu Data a Hawliau Dynol yr unigolyn cyn gwneud hynny. Gydol yr amser, bydd amodau arferol storio diogel a mynediad rheoledig llym yn parhau.

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**Gwaredu**

Ar ôl i’r cyfnod cadw ddod i ben, byddwn yn sicrhau bod unrhyw wybodaeth Datgeliad yn cael ei dinistrio ar unwaith drwy ddull diogel h.y. drwy rwygo, mathru, llosgi neu eu clirio o’r system e-bulk . Wrth aros i’w ddinistrio, ni fydd gwybodaeth Datgeliadau yn cael eu cadw mewn unrhyw gynhwysydd anniogel (e.e. bin gwastraff neu sach wastraff cyfrinachol). Ni fyddwn yn cadw unrhyw lungopi nac unrhyw ddelwedd arall o’r Datgeliad nac unrhyw gopi neu ddarluniad o gynnwys Datgeliad, oni bai fod yr ymgeisydd wedi rhoi caniatâd i Gyngor Bwrdeistref Sirol Wrecsam i gadw eu gwybodaeth. Fodd bynnag, er gwaethaf yr uchod, byddwn yn cadw cofnod o ddyddiad cyhoeddi Datgeliad, enw'r testun, y math o Ddatgeliad y gofynnwyd amdano, y swydd y gofynnwyd am y Datgeliad ar ei chyfer, cyfeirnod unigryw'r Datgeliad a manylion y penderfyniad recriwtio a wnaed.

**Gweithredu fel Corff Ymbarél**

Cyn gweithredu fel Corff Ymbarél (Corff Ymbarél yw Corff Cofrestredig sy’n cydlofnodi ceisiadau ac yn derbyn gwybodaeth ar ran cyflogwyr eraill neu sefydliadau recriwtio), byddwn yn cymryd pob cam rhesymol i fodloni’n hunain y byddant yn trin, cadw, storio, cadw a gwaredu gwybodaeth gan gydymffurfio’n llawn â’r Cod Ymarfer ac yn unol â’r polisi hwn yn llwyr. Byddwn hefyd yn sicrhau fod gan unrhyw gorff neu unigolyn, y caiff ceisiadau am wiriadau GDG eu cydlofnodi ar eu rhan, bolisi ysgrifenedig, ac os oes angen, byddant yn darparu polisi model er mwyn i’r corff neu’r unigolyn ei addasu i’r diben hwn.

Bydd unrhyw wybodaeth bersonol a ddarperir yn cael ei thrin yn gwbl gyfrinachol ac yn unol â Deddf Diogelu Data 1998.

**Anfonwch e-bost i hrservicecentre@wrexham.gov.uk os oes gennych unrhyw gwestiynau sy'n ymwneud â'r datganiad hwn**