

**THE BRITISH WHEEL OF YOGA
CHILD PROTECTION PAPERWORK SECURE STORAGE
AND HANDLING POLICY
September 2005**

General Principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of members for positions of trust in teaching yoga to children and young people under 18 years of age, the British Wheel of Yoga (BWY) 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 Data Protection law 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 BWY fully complies with its obligations under Data Protection law (that the information is accurate, regularly updated, relevant and secure) and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Child Protection related information, and it also has a written policy on these matters, which is available to those who wish to see it on request.

CRIMINAL RECORDS BUREAU DISCLOSURE INFORMATION

Storage and Access

Disclosure information is never kept on a member'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

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 BWY maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it 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 recruitment decision has been made, the BWY does not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to 6 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 6 months, the BWY will consult the CRB about this and will give full consideration to 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 retention period has elapsed, the BWY will ensure that any Disclosure information is immediately and suitably destroyed by secure means, ie by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack). The BWY 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, the BWY 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 recruitment decision taken.

**CHILD PROTECTION RELATED INFORMATION
other than
Criminal Records Bureau Disclosure Information**

including:

- **Incident Records Relating to Complaints and Disciplinary Procedures re Poor Practice and Abuse**
- **Application, Self-Declaration, Identity and Reference Forms**
- **Case Management Procedures**
- **Complaints and Disciplinary Procedures**

Storage and Access

Child protection related information is never kept on a member'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

Child protection related information is only passed to those who are authorised to receive it in the course of their duties. The BWY maintain a record of all those to whom this information has been revealed.

Usage

Child protection related information is only used for the specific purpose for which it was requested. In accordance with its Child Protection Policy, the BWY reserves the right to disclose information relevant to Child Protection to clubs/organisations and other individuals sharing concerns regarding child protection.

Retention

Child protection related information will be kept for up to 75 years. The British Wheel of Yoga will give full weight to the rights of the subject of such information under Human Rights as well as Data Protection legislation. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, the BWY will ensure that any child protection related information is immediately and suitably destroyed by secure means, ie by shredding, pulping or burning. While awaiting destruction, child protection related information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack). The BWY will not keep any photocopy or other image of the child protection related information

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