

Our Security Policy Advanced Vetting Ltd

Our General Principals

As a company that utilises the Criminal Records Bureau (CRB) in order to help assess the suitability of applicants for positions of trust, Advanced Vetting Ltd complies fully with regards to the CRB Code of Practice.

It also complies fully with the rules and regulations set out under the Data Protection Act of 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure Information and has a written policy with regards to these matters.

This policy is available upon request.

Our Usage

Disclosure Information is only used for the specific purpose for which it was requested and for which the applicants' full consent has been given.

Our Holding of Information

Once recruitment or a 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. This is 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 the CRB with regard to this and we give full consideration to the Data Protection guidelines and the Human Rights of the individual subject concerned before doing so. Throughout this time the usual conditions regarding to safe storage and strictly controlled access will continue.

Our Handling of Information

In accordance with section 124 of the Police Act 1997, Disclosure Information is only passed to those who are authorised to receive it during the course of their duties. We maintain a record of all those to whom Disclosure Information has been revealed and we recognise that it is a criminal offence to pass this information to anyone that is not entitled to receive it.

Our Storage & Access

Disclosure Information is never kept on an applicants' 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.