



## SURREY HEATH BOROUGH COUNCIL

### POLICY STATEMENT ON THE RECRUITMENT & EMPLOYMENT OF EX-OFFENDERS

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Surrey Heath Borough Council complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Surrey Heath Borough Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.

We promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application information will contain a statement that a Disclosure will be requested in the event of the individual being offered the position. Where a Disclosure is required, this will be rechecked on a regular basis.

Where a Disclosure is to form part of the recruitment process we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Human Resources Manager and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record we will only ask about "unspent" convictions. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Having a criminal record will not necessarily bar you from working with this Council; this will depend on the nature of the position, the circumstances and background of your offences.

**Human Resources**  
**April 2002**

# **POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION**

## General Principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Surrey Heath Borough Council complies with the CRB Code of Practice and the Data Protection Act pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written Policy on these matters.

## Storage and Access

Disclosure information is never kept on an applicant's personnel file and is always kept in separate, secure accommodation with access limited to those who are entitled to see it as part of their normal duties.

## Handling

Disclosure information is only passed to those who are authorised to receive it as part of their duties; we recognise 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 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 the CRB and give full consideration to the Data Protection and Human Rights implications before doing so.

## Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is destroyed by shredding as confidential waste. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the position for which the Disclosure was requested and the details of recruitment decisions taken.

## Acting as an Umbrella Body

We will ensure that any other services of the Council who require Disclosure information for purposes other than direct recruitment, eg. Hackney Carriage Licence applicants, housing landlords, take the same steps to ensure compliance with the CRB Code of Practice and with this Policy.

**Human Resources**  
**April 2002**