

## **Dorset County Dance Festival 2027**

### **6: Data Protection and Privacy Policy**



**In accordance with the Disclosure and Barring Services suggested Code of Practice for registered persons and other recipients of disclosure information, Dorset County Dance Festival will ensure the following practice.**

#### **Policy on Storage and Handling of Information**

The Dorset County Dance Festival will seek disclosures only when necessary and relevant to a particular post and will ensure that your consent is given before seeking a disclosure. The information provided on your disclosure certificate will only be used for recruitment purposes.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

Only one disclosure certificate will be issued, this will be to you.

All application information will be stored by DCDF in a locked non-portable container for a maximum of 6 months, which is a reasonable period to allow the consideration and resolution of any complaints. Only those authorised to see this information in the course of their duties will have access to this container. All information will be destroyed by shredding. No image or photocopy of information will be made, however the following details will be retained:

- Date of issue of disclosure
- Name of subject
- Disclosure type
- Position for which disclosure was requested
- Unique reference number of disclosure

The Dorset County Dance Festival will ensure that all appointing committees with access to disclosure information are aware of this policy and have received relevant training and support required to ensure it is carried out.

The Dorset County Dance Festival undertakes to make a copy of this policy available to any applicant for a post with the Dorset County Dance Festival that requires a disclosure.

Dorset County Dance Festival, 2026

This document is annually reviewed and updated as required

With very best wishes from all of the DCDF crew.