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**ARC Disclosure Service - AccessNI**

**Policy for the Retention & Deletion of Applicant Data**

This policy details the stages of applicant data retention and deletion. We work in accordance with the regulatory and contractual requirements we have with the DVLA, Home office and DBS. These requirements, along with the new GDPR regulations, means that we have to abide by the following time frame for the retention and deletion of data –

**Daily –**

Applications received are checked to establish if all required information has been received correctly. Any applications submitted on incorrect PIN Validation and ID Validation forms are returned to the appropriate organisation requesting resubmission of the whole application. Incorrect applications are destroyed.

The status of processed applications are checked daily. The application forms are stored in a lockable desk until results are received and organisations notified. Application forms are then retained securely for 90 days.

**3 Months –**

If an application has been ‘queried’ with the organisation prior to processing, the PIN and ID forms are stored securely awaiting a response. If after 90 days the application is still in query, the forms will be destroyed. At this stage the ID supplied will be invalid. A new application would need to be submitted should this still be required.

**3 Months** –

ACCESSNI will automatically remove incomplete applications from the online system at 90 days from the creation date if information has not been sent to the ARC Disclosure Service for countersignatory. If a check is still required for the applicant a new online application will need to be created.

**3 Months –**

PIN and ID documents for processed applications, those that have reached the results stage, are held securely for 90 days, after this time all documents are destroyed. No application details are retained by ARC.

**6 Months –**

Applicants who have completed an online Access NI application, but who’s details have not been forwarded to the ARC Disclosure Service, (ie awaiting PIN & ID forms from organisations) will be returned to the applicant after 6 months. The applicant will be informed that the application has been deleted from our system. Should the applicant/organisation still need to process a check, the applicant will be required to submit a new application.