



ARC Disclosure Service – Disclosure Scotland Policy for the retention and 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 –

3 Month –

After a check is complete we keep a scanned copy of the application and this is destroyed after 3 month of the certificate being processed.

Ongoing –

We store minimal details of checks on a data base that is encrypted on a secure system. These details are stored for 3 years in the event that Disclosure Scotland contact us advising of a new entry onto the barred list. This enables to know where the applicant works so we can pass the information we receive onto the organisation.