

WRU- CRB CODE OF PRACTICE

The Welsh Rugby Union is committed to the welfare and protection of children. As such we take our responsibilities towards the welfare of young persons in rugby very seriously.

Criminal Records Bureau Policy Statement

- **General Principal**

The WRU uses the Wales Council for Voluntary Action (WCVA) a Registered Umbrella Body service to complete Criminal Records Bureau (CRB) Disclosures to help assess the suitability of persons working with children and in positions of trust in rugby. The WRU complies fully with the CRB Code of Practice regarding the correct Handling, Use, Storage, Retention and Disposal of Disclosures and Disclosure Information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation.

- **Storage and Access**

Disclosure information is never kept on an applicant's 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.

- **Handling**

Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosure or Disclosure Information has been revealed.

- **Usage**

Disclosure information is only used for the specific purpose for which it was requested.

- **Retention**

Once a decision has been made, we do not keep the 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 the Disclosure information for longer than six months, we will consult with the CRB about this and will give full consideration to any Data Protection and any other relevant legislation implications.

- **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means. We will not keep a photocopy or other image of the Disclosure. However notwithstanding the above, we may keep a record of the date of issue of the Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number and details of any decisions taken.