



**Basingstoke
and Deane**

Basingstoke & Deane Borough Council
Civic Offices, London Road
Basingstoke, Hampshire
RG21 4AH
Telephone (01256) 844844

ENVIRONMENTAL HEALTH, LICENSING & PARKING

OBTAINING A CRIMINAL RECORD BUREAU CHECK

Our records show that it is at least three years since you last undertook a Criminal Records Bureau (CRB) check. All hackney carriage and private hire drivers, and Operators, are required to undergo this check at least every three years as part of the licensing process to help establish (continued) suitability to be licensed.

The purpose of this check is to identify if applicants have any criminal convictions which may or may not be 'spent' under the Rehabilitation of Offenders Act 1974.

The disclosure of a criminal record may not automatically prevent you from obtaining a licence as each application is considered on its merits in line with the Council's policy.

If you wish to discuss any previous convictions prior to application you may do so in confidence. Please contact the Environmental Health, Licensing and Parking Team on (01256) 844844 to make an appointment.

Procedure for obtaining a Criminal Records Bureau check

Contact the Environmental Health, Licensing and Parking Team to arrange an interview to complete the CRB form. You will be advised to bring certain documents to confirm your identity. The check cannot be carried out without these. If you arrive without the documents, you will be asked to return with them on another date. Prior to the interview please pay the CRB at the cashiers desk in the Parklands building at the Civic Offices using the payment slip below. Ensure you bring your receipt to your interview to confirm payment has been made. Please allow 30 minutes for the interview.

Please detach this slip and take it with your payment of £36 to the cashier's desk.

Payment for Criminal Record Bureau check	Code B4603001 – YB15	£36
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Note to Cashiers: Please ensure **applicant's name** is entered on the receipt.



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LICENSING

Policy Statement - Ex-offenders

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Basingstoke and Deane Borough Council complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Basingstoke and Deane Borough Council is committed to the fair treatment of applicants regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Where a Disclosure is to form part of the licensing process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the licensing process.
- Unless the nature of the position allows Basingstoke and Deane Borough Council to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- Hackney carriage and private hire drivers are included in within the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore we take into account all convictions which are relevant, irrespective of age, sentence imposed or offence committed, when considering an application for a driver's licence.
- We ensure that all those in Basingstoke and Deane Borough Council who are involved in the licensing process have been suitably trained to identify and assess the relevance and circumstances of offences.
- At interview, we enable an open and measured discussion to take place on the subject of any offences or other matter that might be relevant to the position.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position.

- **Having a criminal record will not necessarily bar you from being granted a licence.** This will depend on the circumstances and background of your offences.



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Policy Statement: Secure Storage, Handling, Use, Retention & 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, Basingstoke and Deane Borough Council 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 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Policy: Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

Storage and access

Disclosure information is kept 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

In accordance with section 124 of the Police Act 1997, 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 Disclosures or Disclosure information has been revealed and 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 any longer than is 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 the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Umbrella Bodies

Before acting as an Umbrella Body (i.e. a body which countersigns applications for Standard or Enhanced Disclosures on behalf of another organisation), Basingstoke & Deane Borough Council will take all reasonable steps to ensure that the organisation on whose behalf we are acting can comply with the Code of Practice, and in full accordance with this policy. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the Code of Practice, and in full accordance with this policy. We will also ensure that any body or individual at whose request applications for Disclosures are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.