

Criminal Records Information Management (CRIM) Policy

1. Purpose

The purpose of this policy is to outline the procedures and guidelines for managing criminal records information for security guards employed by Safe Responsec Group Ltd in the UK.

2. Legal Compliance

Safe Responsec Group Ltd is committed to complying with all relevant laws and regulations regarding criminal records checks, including the Data Protection Act 2018 and the Rehabilitation of Offenders Act 1974.

3. Criminal Records Checks

All security guards employed by Safe Responsec Group Ltd will be required to undergo criminal records check as part of the recruitment process.

The level of criminal records check required will depend on the nature of the role and the level of access to sensitive information or vulnerable individuals.

4. Handling of Criminal Records Information

Criminal records information will be handled securely and confidentially, in accordance with data protection laws.

Access to criminal records information will be restricted to authorized personnel only.

5. Use of Criminal Records Information

Criminal records information will only be used for the purpose for which it was obtained, such as assessing an individual's suitability for a security guard role.

Criminal records information will not be used to discriminate against individuals or unfairly prejudice their employment prospects.

6. Retention of Criminal Records Information

Criminal records information will be retained for a period of [insert retention period here, e.g., six months] after which it will be securely destroyed.

Any criminal records information that is no longer required for the purpose for which it was obtained will be destroyed immediately.

7. Review and Evaluation

This policy will be reviewed annually to ensure its continued relevance and effectiveness in managing criminal records information.

8. Acknowledgement

All employees involved in the recruitment and management of security guards are required to acknowledge that they have read and understood this policy and agree to comply with its terms.



Signature

Director

Position

27/02/2024

Date