**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 AccessNI Code of Practice, who themselves work in accordance with the regulatory and contractual requirements they have with the DVA/DVLA, Home Office and Disclosure and Barring Service. These requirements, along with the Data Protection Act 2018 and GDPR regulations, means that we must 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 by organisations with incorrect PIN Notification and ID Validation forms are destroyed and we contact the organisation to ask them to complete the correct PIN Notification and ID Validation forms and resubmit.

The status of processed applications is checked daily. The application forms are stored in a secure document management and storage location (SharePoint) which can only be accessed by ARC's AccessNI countersignatories. We do not keep any paper copies of applications.

3 Months
If an application has been 'queried' with the organisation prior to processing, the PIN and ID forms are stored securely (in SharePoint) 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 therefore a new application would need to be submitted should it still be required.

PIN and ID documents for processed applications, i.e. those that have reached the results stage and certificate issued, are held securely (in SharePoint) for 90 days from the date of the certificate. No application details are retained by ARC.