

## STORING & HANDLING OF DBS INFORMATION



### Purpose & Scope

This guidance is in regards to the secure storage, handling, use, retention and disposal of Disclosure and Barring Service (DBS) certificates and certificate information.

The code of practice states that all registered bodies must have a written policy on the correct handling and safekeeping of DBS certificate information.

It also obliges registered bodies to make sure that a body or individual, on whose behalf they are countersigning applications, has a written policy.

To help you meet this requirement, the DBS has produced the following sample policy statement which can be used or adapted for this purpose.

### Policy Statement

#### 2.1 General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Furness College complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

#### 2.2 Storage and access

Certificate information should be kept securely with access strictly controlled and limited to those who are entitled to see it as part of their duties and in line with the organisations Data Retention Policy.

#### 2.3 Handling

In accordance with section 124 of the Police Act 1997, certificate 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 certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

As Furness College is an organisation that requires retention of certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits it is legally entitled to retain the certificate for 6 months, or longer in some cases, this practice is compliant with the organisations Data Protection and Data Retention Policies.

## 2.4 Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## 2.5 Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail, as per the organisations Data Retention Policy.

## 2.6 Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means.

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

## 3. DBS logo

The DBS logo is protected by crown copyright, the copying and use of the DBS logo is not permitted without prior approval of the DBS.

Document Control		Linked Policies/Strategies	Linked Procedures
Policy	Storing & Handling of DBS information	Data Protection Policy Data Retention Policy Recruitment & Selection Policy Recruitment of Ex-Offenders Policy	
Responsibility	Head of Human Resources		
Approval Date	November 2023		
Review Date	November 2025		
Approval Group	SLT JCNC F&R Committee		