

DBS INFORMATION POLICY

Secure storage, handling, use, retention & disposal of disclosures and disclosure information.

1. As an organisation using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, we comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. We also comply fully with our obligations under the EU General Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information
2. Disclosure information must not be kept on an applicant's personnel file and will always be 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.
3. In accordance with section 124 of the Police Act 1997, Disclosure information must only be handled by those who are authorised to receive it in the course of their duties. A record will be kept of all those to whom Disclosures or Disclosure information has been revealed, any information disclosed to an unauthorised person will constitute a criminal offence.
4. Disclosure information can only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
5. Once a recruitment (or other relevant) decision has been made, disclosure information may be kept for a period not exceeding six months, to allow for the consideration and resolution of any disputes or complaints.
6. Requests for updates to the disclosure information for any employees will be carried out annually. Where employment temporarily ceases (employee on zero hours, adhoc contract), disclosure information will be securely retained for a period of up to 5 years. After a period of employment finitely ceases, disclosure information may be kept for a period not exceeding six

- months, to allow for the consideration and resolution of any disputes or complaints.
7. Once the retention period has elapsed, all Disclosure information will immediately be destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any unsecure receptacle (e.g. waste bin or confidential waste sack). No photocopy or other image of the Disclosure or any copy of representation of the contents of a Disclosure will be kept. However, notwithstanding the above, a record should be kept of the date of issue of a Disclosure, the name of the applicant, 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.

 8. Any DBS checks carried out are done so in accordance with the Government's policies relating to DBS checks that can be viewed here: <https://www.gov.uk/government/publications/dbs-privacy-policies>