

## **Handling of DBS certificate information Policy**

### **General principles**

As an organisation using the Disclosure and Barring Service (DBS) to help assess applicants' suitability for positions of trust, St. Clare's complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificate information. We also comply fully with our obligations under the General Data Protection Regulation (GDPR) and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and have a written policy on these matters, which is available on request to those who wish to see it. Please also refer to the Privacy Notice for Job Applicants, the Employee Privacy Notice and the Retention of Records Policy.

### **Storage & access**

Disclosure information is kept securely, with access strictly controlled and limited to those who are entitled to see it as part of their duties. We keep a record of the date a certificate is seen, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number on the certificate and the details of the recruitment decision taken. We do not keep a photocopy or other image of the certificate or any copy or representation of the contents of a certificate.

### **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 disclosure information has been revealed and recognise that 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 absolutely 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 it is considered necessary to keep disclosure information for longer than six-months, we will give full consideration to the General Data Protection Regulation, Data Protection and Human Rights Acts relating to the individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

### **Disposal**

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

Reviewed and updated by SMG - May 2018.