



## **Policy for Secure Handling and Storage of DBS Certificate Information**

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## 1. General Principles

- 1.1 As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Wyre Council 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 Data Protection obligations 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. Storage and Access

- 2.1 Certificate information is kept 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. Handling

- 3.1 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. A record is maintained 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.

## 4. Usage

- 4.1 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.

## 5. Retention

- 5.1 Once a recruitment (or other relevant) decision has been made, certificate information is not kept for any longer than is 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, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, the DBS will be consulted and full consideration will be given to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## 6. Disposal

- 6.1 Once the retention period has elapsed, DBS certificate information will be immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No photocopy or other image of the certificate or any copy or representation of the contents of a certificate will be retained. However, notwithstanding the above, 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 certificate and the details of the recruitment decision taken may be kept.

## 7. Equality Impact Assessment and Monitoring

- 7.1 The operation of this policy will be monitored for its impact on different staff groups in line with the Equality Act 2010. This will enable the Council to assess whether any differences have an adverse impact on a particular group, such that further action would be required.

## 8. Data Protection

- 8.1 In implementing this policy, the Council will ensure that any personal data relating to the application of this policy will be obtained, processed and destroyed in line with Data Protection requirements.

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