

HANDLING OF DBS CERTIFICATE INFORMATION

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1 Introduction

- 1.1 This guidance relates to the secure storage, handling, use, retention and disposal of Disclosure and Barring Service (**DBS**) certificates and certificate information.
- 1.2 The DBS Code of Practice requires us to have a written policy on the correct handling and safekeeping of DBS certificate information.

2 Policy Statement

General Principles

- 2.1 As an organisation using the DBS checking service to help assess the suitability of applicants for positions of trust, Cresconova Academy (the **Academy**) complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.
- 2.2 We also comply with our obligations under the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

Storage and Access

- 2.3 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.

Handling

- 2.4 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.

Usage

- 2.5 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.

Retention

- 2.6 Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary.
- 2.7 We retain certificates in order to demonstrate safer recruitment practice for the purpose of safeguarding audits. We also retain certificate information to allow for the consideration and resolution of any disputes or complaints.

Disposal

- 2.8 Once the retention period has elapsed, we will ensure that any DBS certificate information is destroyed by secure means (e.g. by shredding, pulping or burning).
- 2.9 While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.
- 2.10 Notwithstanding the above, we may 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.

We are committed to reviewing our policy and good practice annually. Document management information can be found at the top of this document.

Name:

Signed:

Role:

Date: