

# Safe Storage, Retention and Handling of DBS Certificate Information

## Introduction

All individuals or organisations using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust and who are recipients of DBS certificate information must comply fully with the DBS [Code of Practice](#). Amongst other things, this obliges them to have a written policy on the correct handling, use, storage, retention and disposal of DBS certificates and certificate information. As an organisation on whose behalf the WDBF Safeguarding Registry are countersigning DBS applications, this organisation has adopted the following policy.

## General principles

[Organisation Name] complies fully with the DBS [Code of Practice](#) including the correct handling, use, storage, retention and disposal of certificates and certificate information (including any electronic 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.

## Storage & Access

Certificate information will be kept securely, for example 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.

Electronic disclosure information will be held on a secure password protected system accessible only to those authorised to view it in the course of their duties.

## 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 understand 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 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.

## **Disposal**

Once the retention period has elapsed, we will ensure that any DBS certificate information (including electronic information) is immediately destroyed by secure means, for example 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).

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 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.

## **Relationship with WDBF Safeguarding Registry as an Umbrella Organisation.**

We accept that the Safeguarding Registry, as our umbrella organisation, has a responsibility to ensure, as far as possible, that we comply with all the requirements in the DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. We undertake to keep the Safeguarding Registry informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.