

Handling of DBS Certificate information

Name of Organisation: New Buckenham Parish Council

(Referred to as 'the organisation' throughout this policy)

Secure Storage, Handling, Use, Retention & Disposal of Certificates and Certificate information.

1. It is a requirement of the DBS's Code of Practice that all Registered Bodies must have a written policy on the correct handling and safekeeping of DBS Certificate information. It also obliges Registered Bodies to ensure that a body or individual, on whose behalf they are countersigning applications, has a written policy.

General principles

2. As an organisation using the Disclosure and Barring Service (DBS) service to help assess the suitability of applicants for positions of trust 'the organisation' complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Certificates and Certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Certificates and Certificate information and has a written policy which is available to those who wish to see it on request.

Storage and Access

3. Certificate information should be 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

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 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 see it.

Usage

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

6. Once a recruitment (or other relevant) decision has been made, we do not keep Certificate information 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, we will consult the DBS about this and will give full consideration 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.

Disposal

7. Once the retention period has elapsed, we will ensure that any Certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Certificate information will not be kept in any unsecure receptacle (e.g. a waste bin or confidential waste sack). We will not keep any photocopy or other image of the Certificate or any copy or representation on the contents of the certificate. However, notwithstanding the above, we may keep a record of the date of issue of the Certificate requested, the position for which the Certificate was requested, the unique reference number of the Certificates and the details of the recruitment (or other relevant) decision taken.
8. This Policy Statement was formally adopted by New Buckenham Parish Council on 13th April 2021

Date:	Organisation Name:	Name:	Signature:
13/4/2021	New Buckenham Parish Council	Trevor Wenman (Clerk to the Council)	