

WAVERLEY PRIMARY SCHOOL

HANDLING AND SAFEKEEPING POLICY FOR DBS CERTIFICATES

General Principles

As an organisation using the Disclosure and Barring service (DBS) checking service to help us assess the suitability of applicants for the positions of trust, we fully comply with the code of practice regarding the correct handling, use, storage retention and disposal of certificates and certificate information.

We also comply 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 request to see it on request.

Storage and Access

Certificate information will be kept securely, in a 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

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorized 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 understand it is a criminal offence to pass this information to anyone who is not entitled to receive it.

To note: those organisations which are inspected by Ofsted may be legally entitled to retain the certificate for the purposes of inspection. In addition, organisations that require the retention of certificates in order to demonstrate 'safer recruitment' practice for the purposes of safeguarding audits may be legally entitled to retain the certificate. This practice will need to be compliant with Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR) and incorporated within the individual organisation's policy on the correct handling and safekeeping of DBS certificate information.

Usage

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

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. The retention will allow for the consideration and resolution of any areas of 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 lapsed we will ensure that any DBS certificate 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 photocopy or other image of the certificate or any copy or representation of the contents of the 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, and the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision.

Acting as an Umbrella Body

Before acting as an umbrella body (an umbrella body being a registered body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the code of practice and in full accordance with this policy.

We will also ensure that anybody or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Policy Date: August 2019

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