



Policy for Handling DBS Certificate Information

General principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, the Radley Good Neighbours group (RGN) 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 certificate information and has this written policy on these matters. This policy shall be made available on request by interested parties.

Storage and access

Certificate information is kept securely with access strictly controlled and limited to those RGN Officers who are required 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 authorised to receive it in the course of their duties. RGN shall maintain a record of all those to whom certificates or certificate information has been revealed and be aware it is a criminal offence to pass this information to anyone who is not entitled to receive it.

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 decision has been made on an application for a Volunteer / Committee Member, 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 about this 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.

Disposal

Once the retention period has elapsed, any certificate information will be immediately destroyed by secure means, e.g. 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 kept. However, notwithstanding the above, a record may be kept of (i) the date of issue of a certificate, (ii) the name of the subject, (iii) the type of certificate requested, (iv) the position for which the certificate was requested, (v) the unique reference number of the certificate, and (vi) the details of the decision taken on the application.

Acting as an Umbrella Body

The RGN will not act as an Umbrella Body (one which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations).