



HANDLING OF DBS CERTIFICATE INFORMATION

Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service (DBS) Certificates and Certificate Information

The company recognise the requirement for using the Disclosure and Barring Service (DBS) checking service to help assess employees suitability for working on our Client's sites and we comply fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. We also comply fully with our obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

Storage and Access

Certificate information shall 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

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 it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Once the inspection has taken place the certificate should be destroyed in accordance with the Code of Practice.

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

On receipt of the Certificate 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

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding. While awaiting destruction, certificate information will not be kept in any insecure receptacle. 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 and the unique reference number of the certificates.

Signed:

F Shiner – Managing Director

Signed:

C Millar – Director

Signed:

Adam Knaggs - Director

Signed:

M Lowndes – Director

Signed:

G L Wykes – Director

Date: **April 2018**

Next Review Date: **April 2019**