



## LDBS DBS Certificate Security and Handling Policy For Umbrella User Organisation

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### 1. **General principles**

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the School complies fully with the Code of Practice (attached) regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

The School complies fully with its obligations under the Data Protection Act 2018 and General Data Protection Regulations 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.

The School understands that staff will be required to attend annual training with the Registered Body in order to keep up to date on regulatory, checking and processing requirements.

The School understands that it must provide up to date information on the members of staff running and handling the certification process and related information.

### 2. **Storage and access**

DBS Check applications and final Certificate information is 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. Electronic information is encrypted and password controlled, with access limited to the headteacher, school business manager and administrator responsible for handling DBS processes within school. Information is made available to those who need it for work related purposes, but is transmitted in a secure manner (encrypted and/or password protection).

### 3. **Handling**

In accordance with section 124 of the Police Act 1997, the School understands that they will only receive certificate information from the umbrella organisation where necessary.

The School maintain a record of all those to whom certificates or certificate information has been revealed on our single central record, and understand it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Only certain staff members handle and process this data as part of their contract duties and this list is kept under review to minimise the level risk of unauthorised access.

Where a risk assessment is required on an individual following the presentation of the final certificate to the school, that risk assessment will be carried out by the headteacher, and the final documentation held securely in the individuals file.

At no point will any application, evidence or certificate copies be retained by the School for DBS purposes.

4. **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.

The School understands that it must have policy on the recruitment of ex-offenders in place, and their suitability in certain roles. The School will communicate in the policy that these decisions are taken on a case by case basis.

5. **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep application or certificate information for any longer than is necessary. This is for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

6. **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, 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 will 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. This is stored on our single central record which is held securely and to which access is limited.

7. **The Umbrella Body**

The School understands the umbrella body will take all reasonable steps to satisfy themselves that we handle, use, store, retain and dispose of certificate information in full compliance with the Code of Practice and in full accordance with this policy, including an audit of our procedures. We understand that there is a need for a written policy on this and will adopt the umbrella organisations where necessary.

The Schools understands that there will be a fees for the applications submitted to the Umbrella Body, and that these will be submitted to the School for payment on a regular basis.

8. **The Update Service**

The School understands that it may decide that staff may benefit from being members of the Update Service and put in place the measures to support that. The School understand that the Umbrella Body can provide advice and support on the processes that need to be put in place.

However the School understand that there are measures that have to be put in place where members of staff are on the Update Service in order to protect the information on the accounts, and access to them.

Signed:

Headteacher

Date:

Chair of Governors

Date:

School Name:

School Address: