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# LDBS DBS Certificate Security and Handling Policy for Umbrella User Organisation Revised 2023

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## 1. General principles

As an organisation using the Disclosure & 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, usage, 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 are 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 it will only receive certificate information from the umbrella organisation where necessary.



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The School maintains on its single central record a record of all those to whom certificates, or certificate information, have been revealed, and understands 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 on an individual is required 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 individual's 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 in place a policy on the recruitment of ex-offender 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 three months, to allow for the consideration and resolution of any disputes or complaints. Throughout this time, the usual conditions regarding 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.

Notwithstanding the above, we will keep a record of the date of issue of the certificate, the name of the subject, the type of certificate requested, the unique reference number of the certificate 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.



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## **7. The Umbrella Body**

The School understands that, as an umbrella body, LDBS will take all reasonable steps to satisfy itself that the School 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. The School understands that there is a need for a written policy on this and will adopt the umbrella organisation's policy, where necessary.

The School understands that LDBS will ensure that any organisation 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.

The School understands that there will be a fee for the applications submitted to LDBS, 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 will put in place the measures to support that. The School understands that LDBS can provide advice and support on the processes that need to be put in place.

The School understands 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 Update Service accounts, and access to this information.

Signed:

Headteacher

Date:

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