# Handling and Security of DBS Disclosure Information

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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, St Elizabeth’s Centre complies fully with the 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 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 wish to see it on request.

The Centre will comply with the DBS Code of Practice and not discriminate unfairly against any subject of a DBS disclosure on the basis of conviction or other information revealed; having a criminal record does not necessarily bar an applicant from working for the service, as the nature of a disclosed conviction and its relevance to the post in question will be considered first

**2  Storage and access**

Certificate information is kept securely in a sealed envelope on the employee/bank worker’s confidential HR personnel file. The file is itself kept in a in lockable, non-portable filing cabinet, and access to these cabinets is both strictly controlled and limited to those who are entitled to see the file as part of their duties.

**3  Handling and Retention**

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

As an employer subject to inspection by the Care Quality Commission and Ofsted the Centre is legally entitled to retain the certificate for the purposes of inspection.

We also retain a copy of DBS certificates in order to demonstrate our rigorous ‘safer recruitment’ practice for the purpose of safeguarding audits. We do so in such a way that is compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within the Centre’s policy on the correct handling and safekeeping of DBS certificate information.

**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.

**5 Disposal**

We will ensure the DBS certificate information is destroyed by secure means, for example by shredding, pulping or burning.

The Centre will amend its policy in line with any changes made to the DBS Code of Practice and any other changes to the relevant legislation and DBS procedures.

Policy last reviewed: February 2019