

DIOCESE OF  
**ST ALBANS**  
MULTI-ACADEMY TRUST

# Handling of DBS Certificate Information Policy

<b>Policy type</b>	Trust Core Policy
<b>Adopted by the Trust Board</b>	27 <sup>th</sup> April 2017
<b>For review</b>	April 2020
<b>Person responsible</b>	Chief Operating Officer

This policy is a mandatory policy for all DSAMAT Academies and must be implemented with no amendments.

CONTENTS	PAGE NO:
1. General principles .....	3
2. Storage and access .....	3
3. Handling .....	3
4. Usage .....	3
5. Retention.....	3
6. Disposal .....	3
7. Acting as an Umbrella Body .....	4
8. Monitoring and Review.....	4

## **1. General principles**

- 1.1 As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, The Diocese of St Albans Multi-Academy Trust 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 Data Protection Act 1998 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.

## **2. Storage and access**

- 2.1 Certificate information should 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.

## **3. Handling**

- 3.1 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 it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- 3.2 To note: those registered care homes which are inspected by the Care Quality Commission (CQC), those organisations which are inspected by Ofsted and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW ) may retain the certificate until the next inspection. Once the inspection has taken place the certificate should be destroyed in accordance with the Code of Practice.

## **4. Usage**

- 4.1 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. Retention**

- 5.1 Once a recruitment (or other relevant) decision has been made, 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.

## **6. Disposal**

- 6.1 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 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, the unique reference number of the certificates and the details of the recruitment decision taken.

## **7. Acting as an Umbrella Body**

- 7.1 Before acting as an Umbrella Body (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they 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. We will also ensure that any body 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.

## **8. Monitoring and Review**

- 8.1 The Trust Board has responsibility for reviewing the implementation and effectiveness of this policy. The Trust will approve all major changes to this policy. The policy will be promoted and published throughout the Trust.
- 8.2 The policy will be reviewed every three years or if there are changes to the relevant legislation.