



Secure Handling of Information Provided by the Disclosure & Barring Service (DBS) - Policy Statement

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Version Control

Title: **Secure Handling of Information Provided by the
Disclosure & Barring Service (DBS) - Policy Statement**

Owner: **Jennifer Browne**

Version	Date	Revision Description
1.0	01.09.2017	New policy

Secure Handling of Information Provided by the Disclosure & Barring Service (DBS) Policy Statement

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, Erewash Borough Council complies fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information.

The Council 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 DBS checks and disclosure information and has a written policy on these matters, which is available to those who wish to see it on request. For further information on Data Protection please refer to the Council's Data Protection Policy via the following link.

<http://www.erewash.gov.uk/your-council/data-protection.html>

2. Storage and Access

Disclosure information will 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

In accordance with section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to whom DBS Checks or disclosure information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

4. Usage

Disclosure 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

Once a recruitment (or other relevant) decision has been made the Council does not keep disclosure 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.

In very exceptional circumstances, the Council may consider it necessary to keep disclosure information for longer than six months. We will consult the DBS

before we do this and give full consideration to the Data Protection and Human Rights of the individual subject before doing so.

Throughout this time the usual conditions regarding appropriate safe storage and strictly controlled access will prevail.

6. Disposal

Once the retention period has elapsed, the Council will ensure that any DBS disclosure information is immediately destroyed by secure means, for example by shredding, pulping or burning. Whilst awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

The Council will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure.

However, notwithstanding the above, the Council may keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosures and the details of the recruitment decision taken.

7. Acting as an Umbrella Body.

Before acting as an umbrella body, (an umbrella body being a registered body which countersigns applications and received disclosure information on behalf of other employers or recruiting organisations) the Council will take all reasonable steps to satisfy ourselves that the organisations will handle, use, store, retain and dispose of disclosure information in full compliance with the DBS Code of Practice and in full accordance with this policy statement.

We will also ensure that any body or individual, at whose request applications for DBS disclosures 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. Review

This policy statement will be reviewed periodically to ensure that it is workable, reasonable and compliant with relevant legislation.