

# Guidelines on Handling of DBS Certificate Information



**Customer Business Culture**

## **Handling of DBS Certificate Information**

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## **1. General Principles**

As an organisation using the Disclosure and Barring Service (DBS) service to help assess the suitability of applicants for positions of trust, Colchester Borough Council complies fully with the DBS 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 this written policy on these matters, which is available to those who wish to see it on request.

## **2. Storage and access**

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**

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.

## **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. Retention**

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**

Once the retention period has elapsed, we will ensure that any certificate information is immediately destroyed by secure means, ie by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representations 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.

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### 7. Acting as an Umbrella Body

Before acting as an Umbrella Body (one 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 DBS Code 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.

### Appendix and Document Information

#### Appendix

The following policies and forms should also be read alongside this document:

Policies	Forms
Recruitment and Selection Policy	JAS – Job Accountability Statement and Person Specification
Colchester Borough Council Policy Statement on the Recruitment of Ex-Offenders	
Manager's Guide to Recruitment	
New Starters	
Occupational Health	

The policies and forms are shown on COLIN:

- [A-Z](#) – this link will take you to the "all in one place" page which has a short summary of the HR subject, what you need to do first, useful documents and links, and related items.
- [Staff Handbook](#).

#### Document Information

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For more information or advice about this policy please contact the HR Service Centre on 01206 282112 or email [hrrservicecentre@colchester.gov.uk](mailto:hrrservicecentre@colchester.gov.uk).