



Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service (DBS) Certificates and Certificate Information

1. General Principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability for positions of trust, Brighton and Hove Impetus 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 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

Certificate information is never kept in an applicant's personnel file and is always 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. Impetus maintains a record of all those to whom certificates or certificate 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

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, Impetus does not keep certificate information for any longer than is absolutely necessary. This is generally for a period of up to six months to allow for the consideration and resolution of any disputes and complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, Impetus will consult the DBS about this and will give full consideration to the data protection requirements and the human rights of the individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

6. Disposal

Once the retention period has elapsed, Impetus will ensure that any certificate information is immediately destroyed by secure means, i.e. shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in an unsecured receptacle (e.g. waste bin or confidential waste sack). Impetus 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, Impetus may keep a record of the date of issue of a certificate, the name of the subject, the type of check requested, the position for which the check was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

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