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Retention and Disposal of DBS checks and certificate information

Policy statement

All individuals or settings using the Disclosure and Barring Service (DBS) must comply fully with the DBS' Code of Practice. Amongst other things, this obliges them to have a written policy on the correct handling and safekeeping of certificate information.

General principles

As a setting using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Bagshot Community Pre-school complies fully with the DBS Code of Practice regarding the correct the Pre-School handling, use, storage, retention and disposal of DBS checks and certificate information. It also complies fully with its obligations under the Data Protection Act 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 upon request.

Procedures

Storage & Access

Certificate information is never kept in an applicant's personnel file and is always stored securely in lockable, non-portable storage containers. Access is limited to those who are entitled to see it as part of their duties.

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 DBS checks or certificate information has been revealed and recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose it was requested, after the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is absolutely necessary. Generally, this is for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. In very exceptional circumstances, we may consider it necessary to keep certificate information for longer than six-months and will consult the DBS and give full consideration to the Data Protection and Human Rights Acts before doing so. The usual conditions regarding safe storage and controlled access will apply.

Disposal

Once the retention period has elapsed, we will ensure any certificate information is immediately destroyed by secure means (i.e. shredding, pulping or incinerating). Whilst awaiting destruction, certificate information will remain in secure storage. We will not keep copies, photocopies or any other representation of the contents of a certificate. However, we may keep a record of the subject's name, the date and level of check requested, the position for which the check was requested, its unique reference number and details of the resulting recruitment decision.

Loss of Documents

If certificates containing personal information are lost, you should immediately report this to your employer who will report the matter to the DBS. You will be asked to put the details of the incident in writing, along with confirmation that all requirements in this Policy Statement have been met.