



# East Coast College Policy

## Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information Policy

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This document can be provided in a larger font or electronically upon request.

## **1. Introduction and Purpose**

The Disclosure and Barring Service (DBS) Code of Practice states that all organisations using the DBS service must have a written policy on the correct handling and safekeeping of DBS certificate information

## **2. Policy Statement**

East Coast College, as an organisation using the DBS service to help assess the suitability of applicants for positions of trust, complies fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

The College also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 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.

### **2.1 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.

### **2.2 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. The College maintains 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.

### **2.3 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.

### **2.4 Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary and in accordance with the requirements of the College's data retention schedule. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.

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

## **2.5 Disposal**

Once the retention period has elapsed, the College will ensure that any DBS certificate information is immediately destroyed by secure means, for example 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).

The College 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, the College 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.

## **3. Scope**

The Policy applies to all employees, volunteers and associates engaged by East Coast College and its subsidiaries.

## **4. Monitoring and Review**

This Policy will be monitored by the People Team on a three yearly basis, unless changes in employment legislation require earlier review.