



DBS (Disclosure Barring Service) Disclosure Security Policy

Policy / Procedure Title: DBS Disclosure Security Policy

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General principles

This policy is intended to ensure that the College complies fully with the DBS Code of Practice which deals with the correct handling, use, storage, retention and disposal of DBS Disclosure information. It also ensures that the College fully complies with its obligations under the Data Protection Act 1998.

The College will ensure that information contained in the DBS Disclosure certificate is only available to those who must have access to it in the course of their duties.

The College expects all recipients of DBS Disclosure information to treat such information with care and responsibility, and with proper regard to confidentiality. Where additional information has been released (as a separate letter from the Chief Police Officer) this additional information will be handled, stored, retained and used in exactly the same way as any other DBS Disclosure information in accordance with the Code of Practice. However, in accordance with the DBS Code of Practice the information contained within this letter will never be revealed to the applicant or be shown to any other person not involved in the recruitment decision.

Handling

In accordance with section 124 of the Police Act 1997, DBS Disclosure information will only be passed to those who are authorised to receive it in the course of their duties (e.g. members of the Human Resources Team and recruiting managers). It is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Information contained within a DBS Disclosure will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Storage and access

DBS Disclosure information will be kept securely in lockable, non-portable, filing cabinets with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Retention

Once a recruitment (or other relevant) decision has been made, the College will not keep the DBS Disclosure information for any longer than is necessary. This will generally be 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 the DBS Disclosure information for longer than six months, the College 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 be maintained.

The College will keep an electronic record on the Human Resources database. This is confined to the date of issue, the level of Disclosure (i.e. Standard or Enhanced), the unique reference number of the DBS Disclosure and whether the Disclosure is considered to be “satisfactory” or “unsatisfactory” for recruitment purposes. We will not record the contents of the individual Disclosure but we will record the fact that a check has been undertaken.

The same principles apply for international certificates of good conduct where information on offences committed outside of the UK have been obtained from their local embassy or police force.

Disposal

Once the retention period of six months has elapsed, the College will ensure that any DBS Disclosure information is destroyed by secure means, i.e. by shredding. The College will not keep any photocopy or other image of the DBS Disclosure or its contents.