

The
Sir John Brunner
Foundation

HANDLING DBS CERTIFICATE INFORMATION

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Document Control Sheet

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1. Introduction

- 1.1 This policy statement is adapted from the template provided by the Disclosure and Barring Service.
- 1.2 This policy is related to the Recruitment of Ex-offenders Policy and the Data Privacy Policy and underpins the Foundation's approach to safer recruitment in accordance with Keeping Children Safe in Education (statutory guidance).

2. General Principles

- 2.1 As an organisation using the Disclosure and Barring (DBS) checking service to help assess the suitability of applicants for positions of trust, The Sir John Brunner Foundation complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.
- 2.2 The Foundation also complies fully with its obligations under the Data Protection Act 2018 and other relevant legislation pertaining to the processing of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

3. Storage and Access

- 3.1 Disclosure information is kept by the Foundation's HR 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.

4. Handling

- 4.1 In accordance with section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties.
- 4.2 It is a criminal offence to pass on disclosure information to anyone who is not entitled to receive it.

5. Usage

- 5.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

6. Retention

- 6.1 Once a recruitment (or other relevant) decision has been made, the Foundation will not keep disclosure 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.

6.2 If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, the Foundation 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 safe storage and strictly controlled access will prevail.

7. Disposal

7.1 Once the retention period has elapsed, the Foundation will ensure that any disclosure information is immediately destroyed by secure means, i.e. by deleting, 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).

7.2 The Foundation will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure after this period. However, notwithstanding the above, we may keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested the unique reference number of the disclosure and the details of the recruitment decision taken in line with regulatory requirements.

8. Acting as an Umbrella Body

8.1 The Sir John Brunner Foundation does not act as an Umbrella Body for the purpose of DBS checks. Any DBS checks commissioned by the Foundation are concerned with the individuals it directly employs or for the purposes of evaluating the suitability of an individual for potential employment.

8.2 Should the Foundation decide to act as an Umbrella Body (one which countersigns applications and receives disclosure information on behalf of other employers or recruiting organisation), the Foundation will take all reasonable steps to satisfy ourselves that the organisation in question will handle, use, store, retain and dispose of disclosure information in full compliance with the DBS Code and in full accordance with this policy. The Foundation 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.